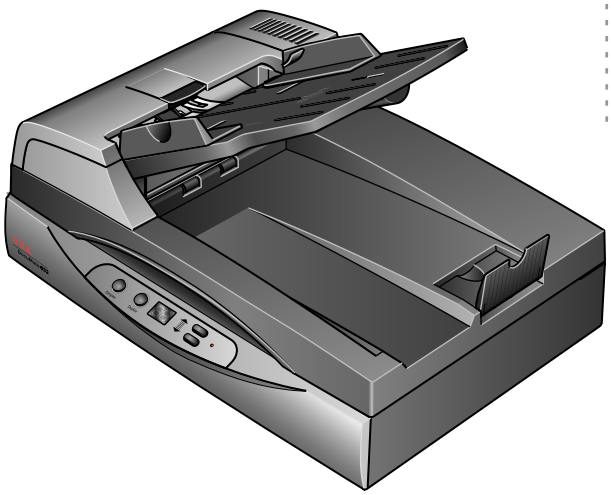
XEROX®

DocuMate™ 632

DocuMate 632 **scanner** user's guide



XEROX®

DocuMate™ 632

DocuMate 632 **scanner** user's guide

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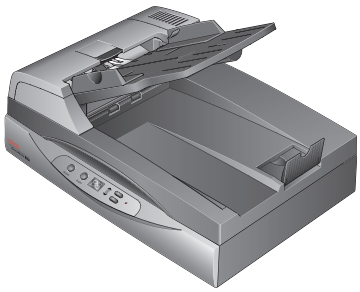
Welcome

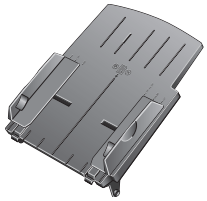
Your new Xerox DocuMate 632 scanner can quickly scan single-sided or double-sided stacks of color and black-and-white documents, up to 8.5" x 14", and place their images on your computer.

What's in the Box

Before proceeding, check the contents of the box. If items are missing or damaged, contact the dealer where you purchased the scanner.



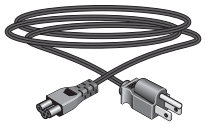
Xerox DocuMate 632 Scanner



Paper Tray

Replacement ADF Pad

USB Cable

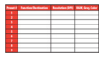


Power Cord

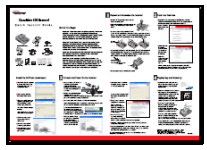
Power Supply

Two CDs
Disc 1 and Disc 2

User Guide



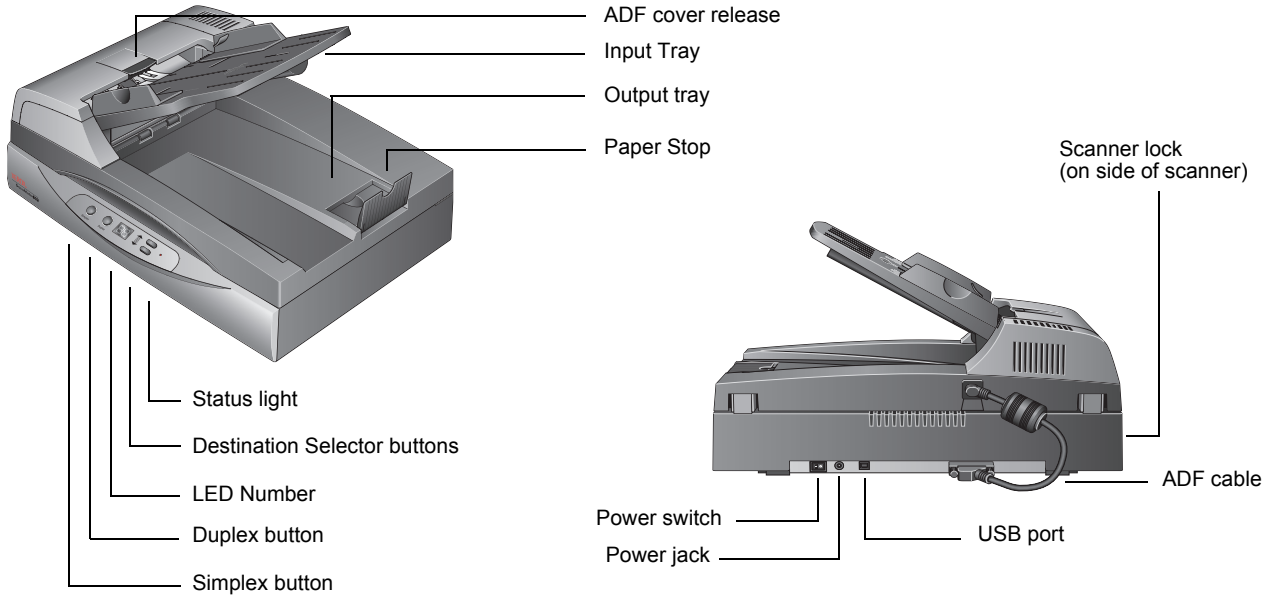
Buttons Label



Quick Install Guide

Technical Support Card

The Xerox DocuMate 632 Scanner



ADF cover release—Opens the cover on the ADF.

Input tray—Holds documents in place. Paper guide on the input tray adjusts to fit the document width.

Output tray—Holds documents after being scanned through the Automatic Document Feeder (ADF).

Paper Stop—Keeps scanned documents on the output tray.

Status light—Shows the scanner's status. A steady green light indicates the scanner is available to scan. A rapidly flashing green light indicates the scanner is preparing to scan or scanning. Refer to the Troubleshooting section for additional details.

Destination Selector buttons—Selects the scan setting for the Simplex and Duplex buttons. Press to cycle through the settings.

LED Number—Shows the current scan setting for the Simplex and Duplex scanning buttons. A scan setting includes resolution, file type, brightness, color or black and white, destination, and so on.

Duplex button—Press to scan a two-sided document.

Simplex button—Press to scan a one-sided document.

Scanner lock—Locks the scanner's scan head in place to protect it. Push the lock tab down to unlock the lock. The scanner must be unlocked to scan. Always lock the scanner before moving it.

ADF cable—Connects the ADF to the scanner body. The cable provides power to the ADF and must be plugged in for it to operate.

Power switch—On/Off power switch.

Power jack—Connects the power cord to the scanner.

Universal Serial Bus (USB) port—Connects the scanner to the computer.

What You Need

An IBM-compatible Pentium PC, or AMD equivalent with:

- A CD-ROM drive
- An available Universal Serial Bus (USB) port
- Microsoft® Windows® operating system: 2000 (Service Pack 4), Me, or XP (Service Pack 1 and 2)
- Available megabytes (MB) of internal memory (RAM):
  - 128 MB for Windows 2000 or Me
  - 256 MB for Windows XP
- 200 MB minimum of free hard disk space

A VGA or SVGA Monitor

The recommended settings for your monitor are:

- High Color (16-bit) or True Color (24-bit or 32-bit)
- Resolution set to at least 800 x 600 pixels

To set your monitor's colors and resolution:

- Open the Windows Control Panel
- Double-click on **Display** then select the **Settings** tab

Documentation

The following documentation is provided with your scanner:

- Quick Install Guide—Abbreviated installation instructions.
- Xerox DocuMate 632 Scanner User's Guide—On the Installation CD; contains detailed installation, scanning, configuration, and maintenance information.
- ScanSoft PaperPort User's Guide—On the Installation CD; contains detailed feature and configuration information for the PaperPort software.
- Online Help—For the scanner configuration, TWAIN and WIA interfaces, and PaperPort software applications.

Installation

Installation is a quick, four-step process:

1. Assemble the scanner
2. Install the software
3. Connect the power supply
4. Connect the USB cable and turn on the power

Before You Begin

Please make sure of the following before you begin installation:

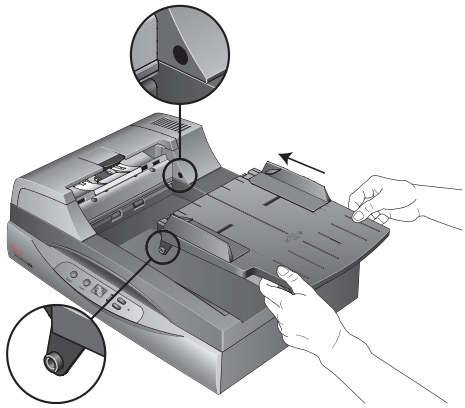
- **The information in this guide may cover software not provided with the scanner you purchased. Disregard any information about the software not applicable to your chosen product. Please visit our web site at www.xeroxscanners.com for the latest software updates for your Xerox DocuMate 632 scanner.**
- **If your computer has AntiVirus or AntiSpyware software running, you may see messages during installation asking you to allow the installation to proceed. Although the messages will differ based on the software your computer is running, in each case you should allow the installation to proceed. Alternatively, you can turn off the AntiVirus or AntiSpyware software before installing your scanner, but if you do, make sure to turn it back on again when installation is finished.**
- **If you already have a scanner connected to your computer, you need to remove its driver programs first before beginning the installation of your Xerox DocuMate 632 scanner. Please see “Uninstalling Your Scanner” on page 127 for basic instructions, or see the User’s Guide that you received with your other scanner for specific instructions.**

Step 1: Assemble the Scanner

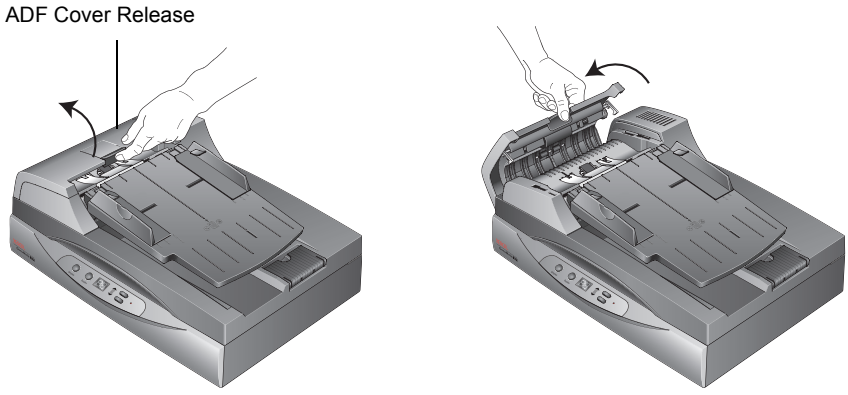
To assemble the scanner:

1. Remove all shipping tape from the scanner and from the Paper Tray.

2. Slide the tray in so the pins seat into the holes on the ADF.

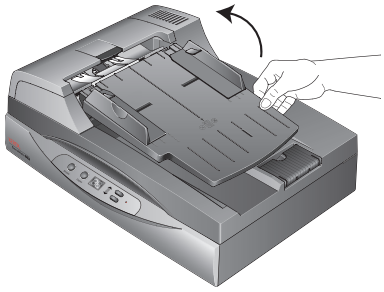


3. Carefully remove any protective foam from the ADF cover release, then press the release and open the Automatic Document Feeder cover.

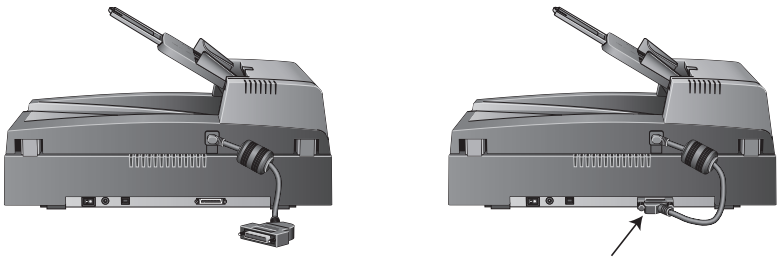


4. Carefully remove any foam particles that may have gotten inside the document feeder, and close the cover.

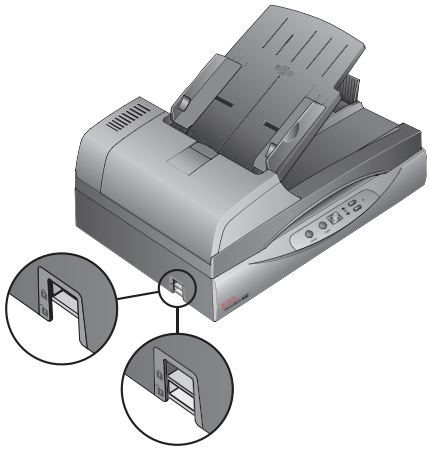
5. Swing the input tray up until it snaps into place.



6. Plug the ADF cable into the ADF port on the back of the scanner. Make sure the cable is plugged in securely. The ADF will not work if the cable is loose or not plugged in.



7. Push the locking tab down to the unlocked position.



NOTE: The locking tab protects the scanner's scan head by holding it securely in position. Lock the scanner when transporting it from one location to another, but remember to unlock it before scanning. The scanner will not scan when locked.

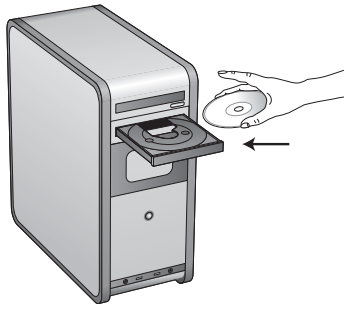
8. When you're finished assembling the scanner, place it on a level surface on your desk. If the scanner is on an uneven surface, it may stall when scanning from the Flatbed.
9. Proceed to "Step 2: Install the Software."

Step 2: Install the Software

NOTE: The software is on the two CDs you received with your scanner. Please be sure to install from **Disc 1** first.

To install the software:

1. Start Microsoft Windows and make sure no other applications are running.
2. Insert **Disc 1** into your computer's CD-ROM drive.



The Installation menu automatically opens.

NOTE: If the CD does not start, check the following:

- Make sure you have inserted **Disc 1**.
- Make sure the CD drive's door is completely shut.
- Make sure the CD was inserted in the drive in the proper direction (label side up).

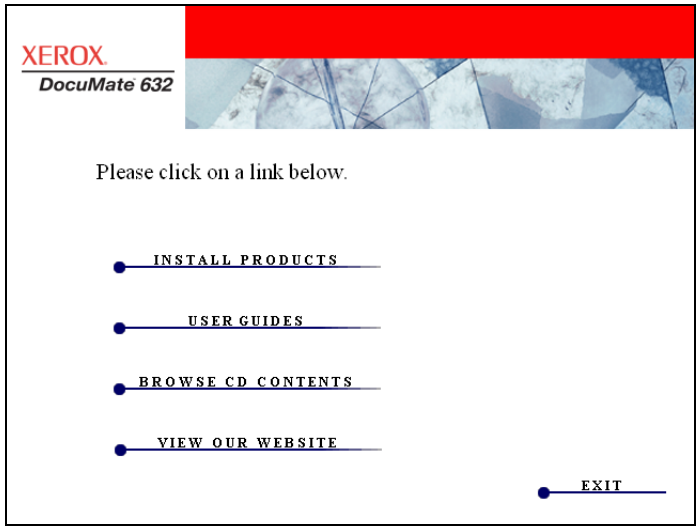
To launch the CD manually:

- Open the Windows option for My Computer. You can do this by double-clicking on the **My Computer** icon on your desktop.
- Double-click the icon for your CD-ROM drive.
- The Installation menu for the CD should now open.

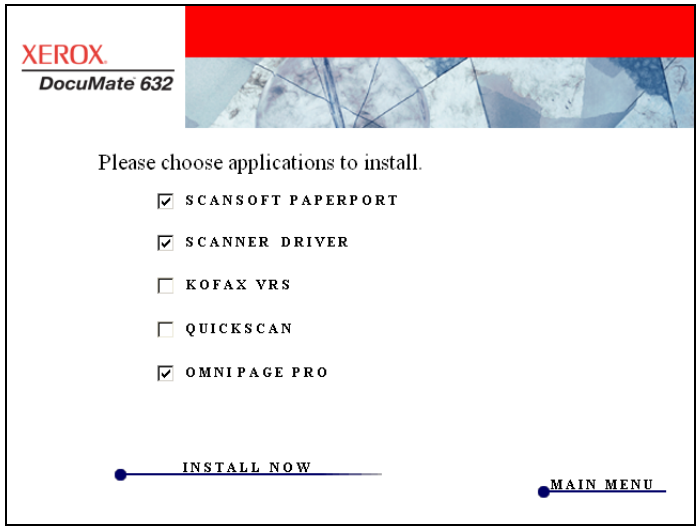
If the menu does not open:

- From the list of files on the CD, double-click the file named START32.EXE.

3. On the Installation menu, select **Install Products**.



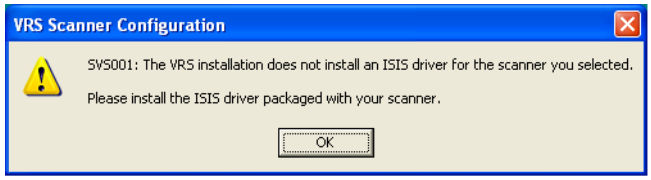
4. Make sure the boxes for **Scansoft PaperPort®**, **Scanner Driver**, and **OmniPage Pro®** are checked.



NOTE: The OmniPage Pro software is required for installation and provides extensive Optical Character Recognition (OCR) capabilities to your scanner. It also adds special formats to the scanner's One Touch 4.0 software for creating searchable PDF files (known as sPDF and nPDF). **Please note**: if you do not install the OmniPage Pro software now, but install it later, you must restart your computer before the sPDF and nPDF formats are available in the One Touch 4.0 software.

NOTE: The software provided with your scanner may differ slightly from the list shown in the window.

If you want to also install the Kofax VRS® software, click its box as well. You may see the following message.


VRS Scanner Configuration
SVS001: The VRS installation does not install an ISIS driver for the scanner you selected.
Please install the ISIS driver packaged with your scanner.
OK

Please disregard this message and click **OK**. The Kofax VRS Certified ISIS® driver is installed correctly when you install your Xerox DocuMate 632 scanner.

5. Click **Install Now**.
6. On the PaperPort Welcome window, click **Next**.

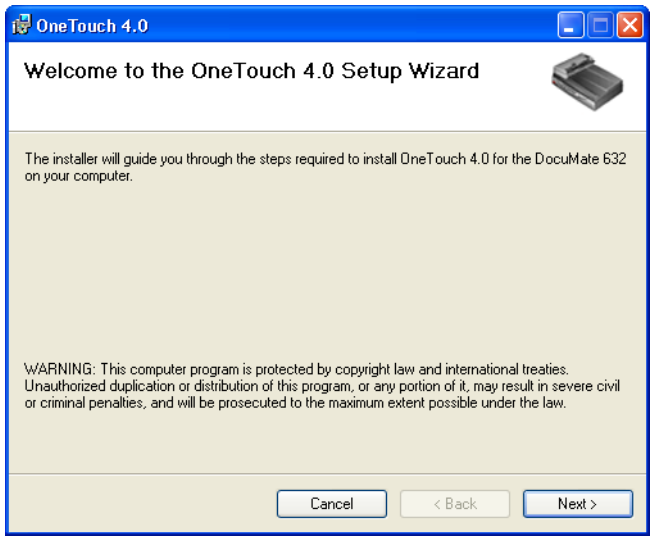
   Installing PaperPort will uninstall any existing version of PaperPort and will install the newer version while retaining all of your PaperPort files.
7. Read the ScanSoft license agreement and select **I accept the terms in this agreement**, then click on **Next**. If you choose not to accept the license agreement, the installation will terminate and the PaperPort software will not be installed.
8. On the Customer Information window, accept the current values or enter new information, then click **Next**.
9. On the Setup Type window, keep the default Setup Type and click **Next**.
10. Click **Install** to begin the installation.

    Reminder: If your computer is running an AntiVirus or AntiSpyware application, you may see messages asking you to allow installation. Select the option to allow installation to proceed with the install.
11. On the Product Registration window, do one of the following:
    - Select **Register online**, click **OK**, then follow the registration instructions.
    - Select **Print registration form**, click **OK**, then follow the instructions to complete and print the registration form.
    - Select **Remind me in 7 days** and click **OK**.

12. At the InstallShield Wizard Completed window, click **Finish**.

    If a message window opens instructing you to restart your computer, click **Restart.**

    The Welcome to the OneTouch 4.0 Setup Wizard opens.


OneTouch 4.0
Welcome to the OneTouch 4.0 Setup Wizard
The installer will guide you through the steps required to install OneTouch 4.0 for the DocuMate 632 on your computer.
WARNING: This computer program is protected by copyright law and international treaties. Unauthorized duplication or distribution of this program, or any portion of it, may result in severe civil or criminal penalties, and will be prosecuted to the maximum extent possible under the law.
Cancel
< Back
Next >

13. Click **Next**.

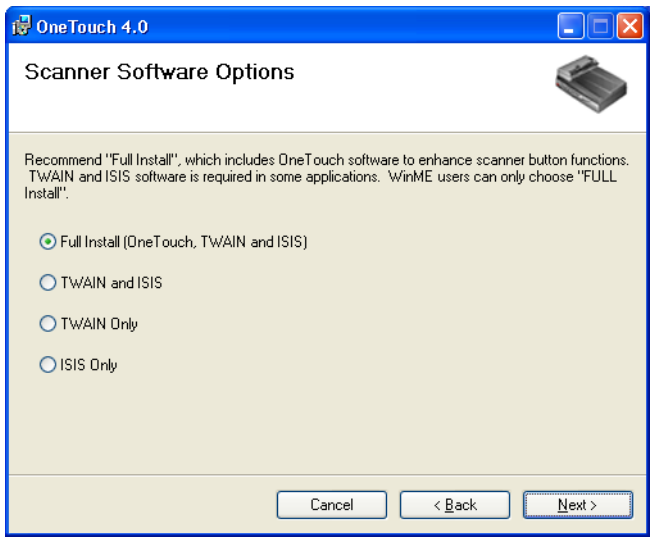
14. On the Xerox License Agreement window, read the license agreement. If you accept the terms, select **I Agree** then click **Next**.

    If you choose not to accept the license agreement, the installation will terminate and the scanner driver will not be installed.

    The next window lists the choices of the drivers that you can install for your scanner.

Note: Some of the options listed in this window may not be available when you purchase your scanner.

Please visit our web site at: www.xeroxscanners.com for the latest updates.


OneTouch 4.0
Scanner Software Options
Recommend "Full Install", which includes OneTouch software to enhance scanner button functions. TWAIN and ISIS software is required in some applications. WinME users can only choose "FULL Install".
Full Install (OneTouch, TWAIN and ISIS)
TWAIN and ISIS
TWAIN Only
ISIS Only
Cancel
< Back
Next >

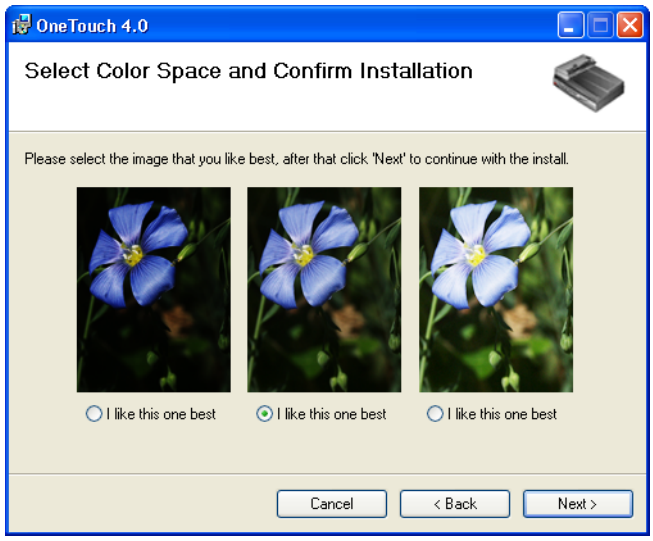
15. Select the option you want.

- **Full Install (OneTouch, TWAIN and ISIS)**—This is the **recommended** installation. It installs the One Touch 4.0 software which provides the necessary driver software for the scanner. It also installs scanning interfaces for TWAIN, Microsoft's Windows Image Acquisition (WIA), and the ISIS driver. Installing this option means that you can use several different methods to scan, as explained in this User Guide. **Note:** If your computer is running Windows Me, you must select the **Full Install (OneTouch, TWAIN and ISIS)** option. The other options do not apply to Windows Me computers.
- **TWAIN and ISIS**—The TWAIN and ISIS drivers are installed. The One Touch 4.0 Monitor will not run and you cannot use the One Touch features. You can use the Xerox DocuMate 632 TWAIN driver to scan from other TWAIN applications. You can also scan from applications that use the ISIS driver. You will not be able to invoke the functionality of the buttons on the scanner.
- **TWAIN only**—The TWAIN driver is installed, but the ISIS driver is not. You can only use the Xerox DocuMate 632 TWAIN driver. You will not be able to use the Kofax TWAIN driver, or use WIA. You also will not be able to invoke the functionality of the buttons on the scanner.
- **ISIS only**—The ISIS driver is installed. You can use applications that use the ISIS driver such as Kofax. You will not be able to invoke the functionality of the buttons on the scanner. You will not be able to use the Xerox DocuMate 632 TWAIN driver.

NOTE: If you decide to change your scanner's installed drivers later on, you must first uninstall the drivers the scanner is currently using. See "Install Another Driver" on page 128.

16. Click **Next**.

    During installation of the Full Feature Install you will see this window asking you to select one of the images for your Color Space setting.

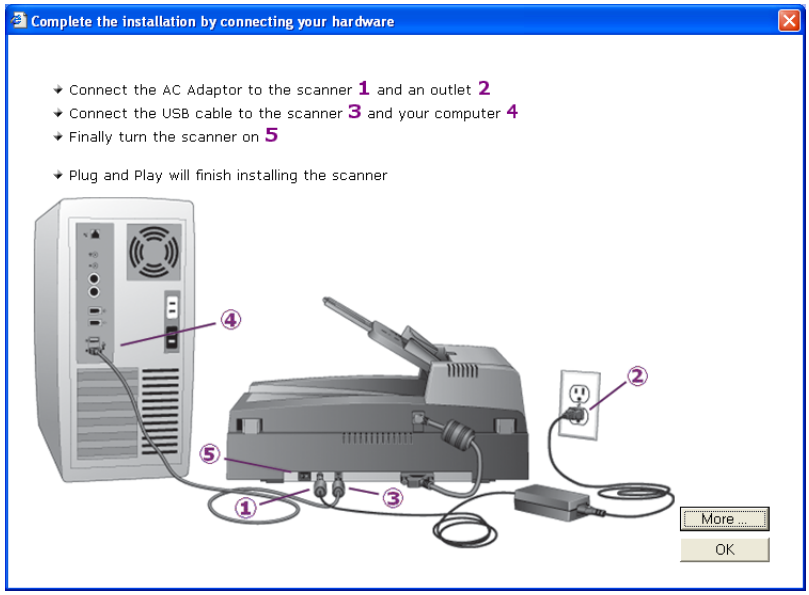

OneTouch 4.0
Select Color Space and Confirm Installation
Please select the image that you like best, after that click 'Next' to continue with the install.
I like this one best
I like this one best
I like this one best
Cancel
< Back
Next >

    The Color Space setting sets the gamma value for the scanner so scanned items look good on your monitor. Gamma controls the brightness of the midtones of colors. That setting can be changed later on as you're scanning.

17. Select the option that looks best to you and click **Next**.

    The driver installation will now begin.

18. **STOP** when you see the “Complete the installation by connecting your hardware” window. Do **NOT** click **OK** yet. Leave the window open and proceed to “Step 3: Connect the Power Supply” on page 14.


Complete the installation by connecting your hardware
Connect the AC Adaptor to the scanner 1 and an outlet 2
Connect the USB cable to the scanner 3 and your computer 4
Finally turn the scanner on 5
Plug and Play will finish installing the scanner
More ...
OK

Reminder: If your computer is running AntiVirus or AntiSpyware software, you may see messages asking you to allow installation. Select the option to allow installation to proceed.

NOTE: If you want to see more information about your scanner and a quick explanation of how to use the One Touch features, click the **More** button on the window. When you’re finished, return to the window above to continue with the installation process.

Step 3: Connect the Power Supply

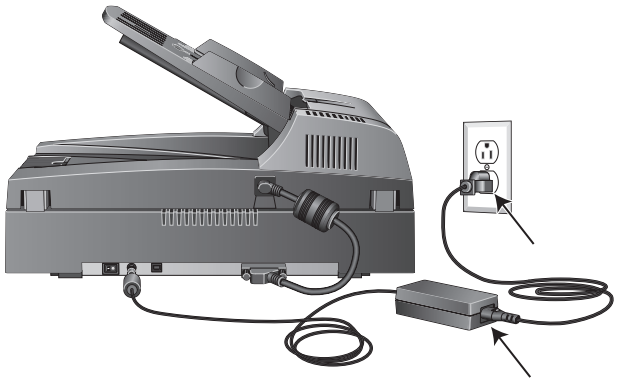
Connect the power supply and power cord, and plug the power supply into an electrical outlet.

To connect your Xerox DocuMate 632 scanner:

1. Plug the power supply into the power port on the scanner.

NOTE: Only use the power supply (HEG42-240200-7L(A) LF made by HiTron) included with your scanner. Connecting any other type of power supply may damage your scanner, and will void its warranty.

2. Plug the power cord into the power supply then into a wall outlet.



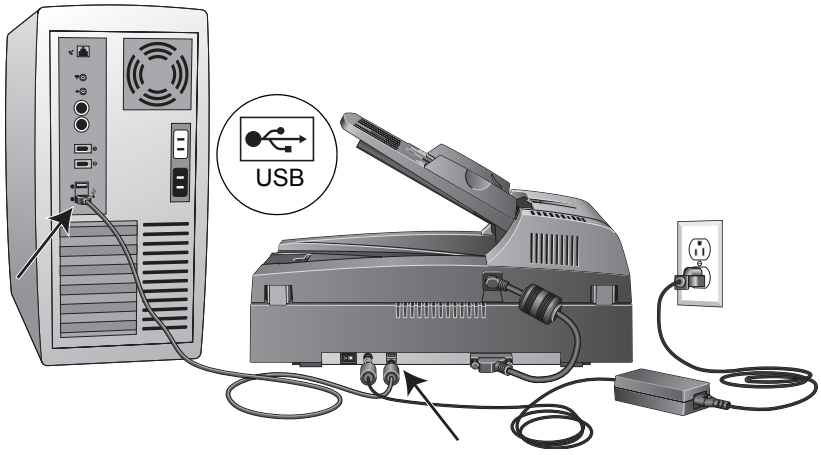
Now proceed to the next section, “Step 4: Connect the USB Cable and Turn on the Power.”

Step 4: Connect the USB Cable and Turn on the Power

The Xerox DocuMate 632 scanner connects to any available USB port. Check your computer's manual for USB port locations.

NOTE: You can connect the scanner to your computer while the computer is running. You do not have to shut down your computer.

1. Remove any protective tape from the USB cable.
2. Plug the USB cable into the USB port on the scanner then into a USB port on the computer. Connection to a USB 2.0 High Speed port provides optimum performance, however your scanner will also connect to a USB 1.1 port.

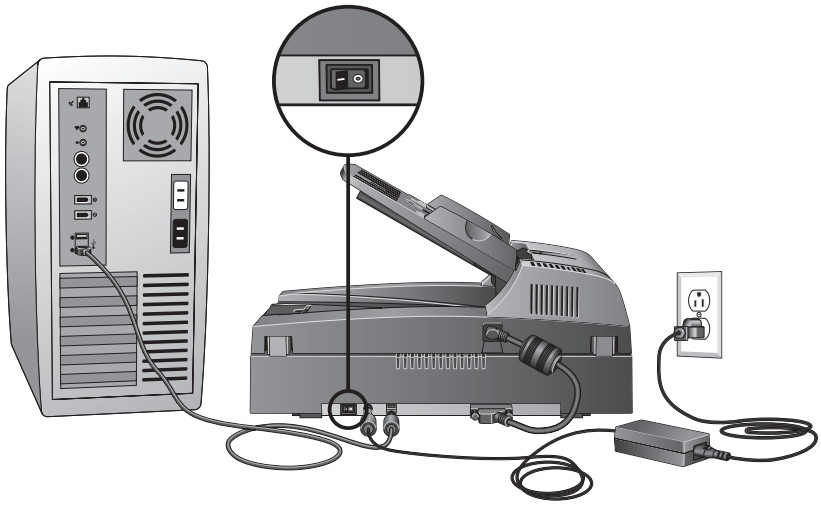


The USB symbol, as seen in the above diagram, identifies the location of the USB port on your computer. If the plug does not attach easily, make sure that you are plugging it in correctly. Do not force the plug into the connection.

You can also connect the scanner to a USB port on the computer's keyboard if it has one, or to a USB hub. If you use a USB hub, it must have its own power supply already plugged into an electrical outlet.

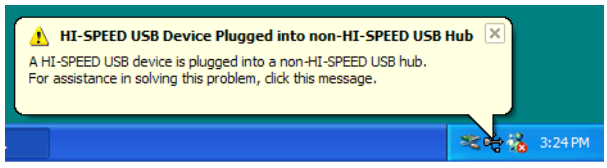
NOTE: If you have not installed the scanner driver, unplug the USB cable from the computer and install the software now. When the driver installation is complete, a message tells you when to connect the scanner.

3. Turn on the power switch, located on the back of the scanner to the left of the power port.



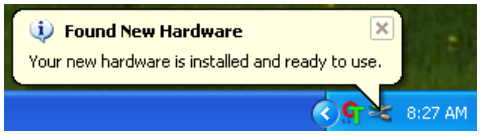
The status light comes on and flashes indicating that the scanner is receiving power.

If you are using Windows XP Service Pack 2, and have plugged the USB cable into a USB 1.1 port, an information bubble may open explaining that “A HI-SPEED USB device is plugged into a non-HI-SPEED USB hub”. Plug the USB cable into a USB 2.0 port (if available) or just disregard the message. If you leave it plugged into the USB 1.1 port, your scanner may scan a bit slower than the 35 pages per minute, and 70 images per minute available with a USB 2.0 port.

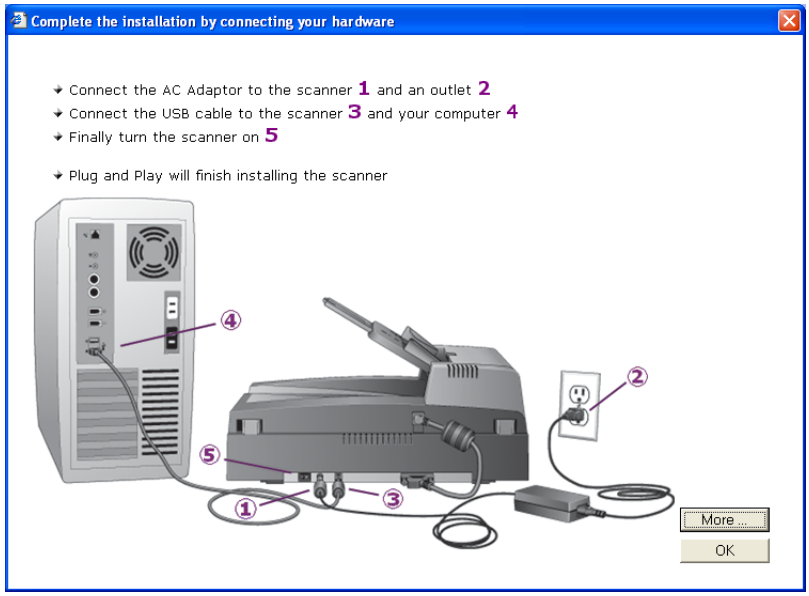

HI-SPEED USB Device Plugged into non-HI-SPEED USB Hub
A HI-SPEED USB device is plugged into a non-HI-SPEED USB hub.
For assistance in solving this problem, click this message.
3:24 PM

4. Your computer then recognizes that a scanner has been plugged into the USB port and automatically loads the appropriate software to run the scanner.

Do not proceed until you receive a message that your computer has found the new hardware, or updated the driver database. If your computer is running Windows XP, you will see the following message.



5. When you're certain that the software has completely loaded, return to the "Complete the installation by connecting your hardware" window.

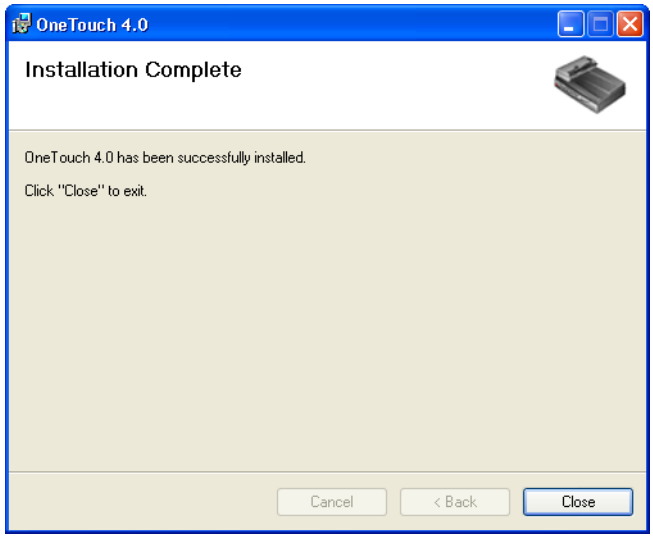

Complete the installation by connecting your hardware
Connect the AC Adaptor to the scanner 1 and an outlet 2
Connect the USB cable to the scanner 3 and your computer 4
Finally turn the scanner on 5
Plug and Play will finish installing the scanner
More...
OK

6. Click **OK**.

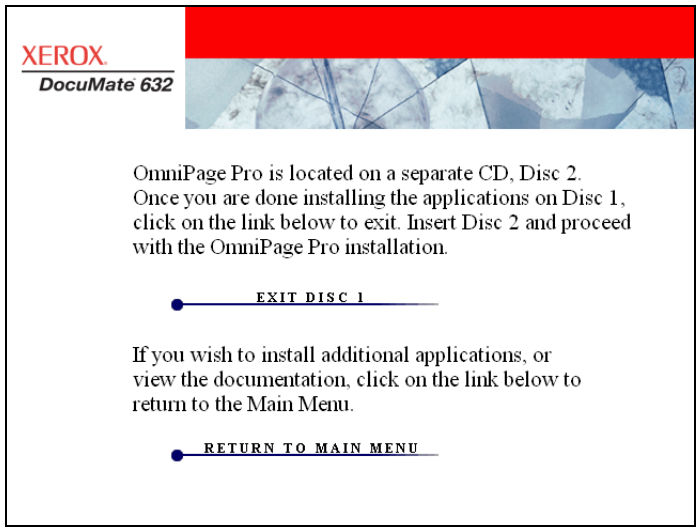
   You can also click **More** to see a quick overview about accessing and navigating the One Touch Button Panel. When you're finished reading the additional information, click **OK**.

   The scanner's status light is green when the scanner and computer are communicating properly.

7. Click **Close** on the Installation Complete window to close and exit the software installer.



If you selected OmniPage Pro for installation, a window tells you to insert the second CD to install it.


XEROX
DocuMate 632
OmniPage Pro is located on a separate CD, Disc 2.
Once you are done installing the applications on Disc 1,
click on the link below to exit. Insert Disc 2 and proceed
with the OmniPage Pro installation.
EXIT DISC 1
If you wish to install additional applications, or
view the documentation, click on the link below to
return to the Main Menu.
RETURN TO MAIN MENU

8. Click **Exit Disc 1** and remove **Disc 1** from the CD-ROM drive.

NOTE: If you want to install other applications on **Disc 1** before installing OmniPage Pro, click **Return to Main Menu**. See the section “Additional Applications Available with Your Scanner” on page 19 for instructions.

9. Insert **Disc 2** into the CD-ROM drive.

   The OmniPage Pro Installation menu opens automatically. If it does not open, see the note on page 7.

10. Select **Install OmniPage Pro**.
11. Follow the instructions on the screen to install OmniPage Pro.

12. When installation is finished, return to the Installation menu and click **User Guide**.

    The OmniPage Pro User Guide opens for you to view and save to your computer.

NOTE: The OmniPage Pro User Guide is in Adobe® Acrobat® PDF format. If you do not have the Acrobat Reader® software on your computer, a free version is on **Disc 1** for you to download and install. See the section below, “Additional Applications Available with Your Scanner.”

13. When you are finished saving the OmniPage Pro User Guide, return to the Installation menu and click **Exit**.
14. Remove **Disc 2** from the CD-ROM drive.
15. You can now install additional applications on **Disc 1**.

Additional Applications Available with Your Scanner

Your scanner includes free, additional applications on the installation CD.

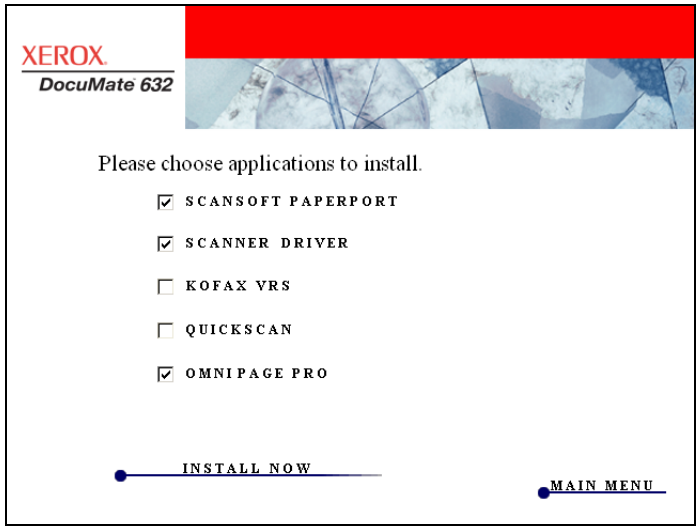
1. Reinsert **Disc 1** into the CD-ROM drive.

   The Installation menu opens.

   The free Adobe Acrobat Reader software is located on the CD with the User Guides. See the steps on page 21 to install Adobe Acrobat Reader.

2. Click **Install Products**.

You'll see the screen that shows the applications.



3. See the following table to decide which software you would like to install.
4. At the Installation menu above, click in the boxes of the other software you want to install, and click **Install Now**. Follow the instructions on the screen to install each of the additional products.

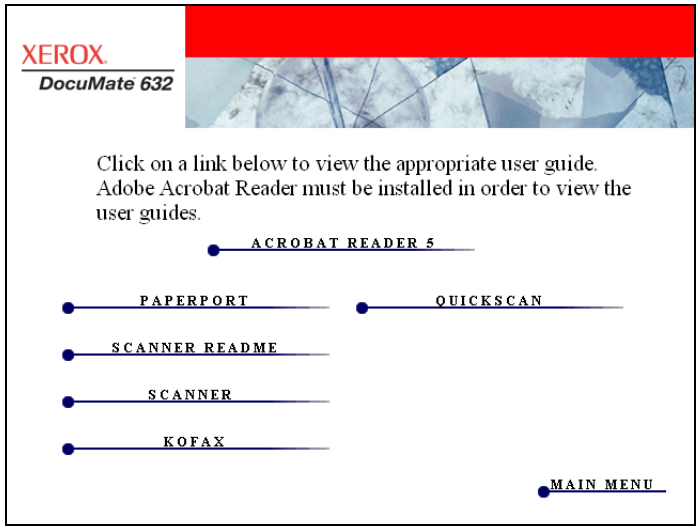
Additional Software	About the Software
Adobe Acrobat Reader	Adobe Acrobat Reader is a stand-alone application that you use to open, view, search, and print PDF files. The User Guides on your scanner's installation CDs are in PDF format and require Adobe Acrobat Reader for you to view and save them.
Kofax VRS	Kofax VRS is an additional scanning interface that uses patented VRS (VirtualReScan) technology. The Kofax Demo application included with your scanner provides a demonstration program for you to see how it works.
QuickScan™	QuickScan is a standalone, out-of-the-box imaging solution that provides all the necessary capabilities for high-speed scanning, image enhancement, viewing, annotation, printing, and storing images, for both black-and-white and color pages. It uses an ISIS-certified driver for scanning, and includes flexible job separation and barcode recognition. You can use this software as an additional method to scan from your scanner.

5. To get the documentation for the additional products, return to the Main Menu window and click **User Guides**.

6. Click the links of the Guides you want to view.

   Click **Acrobat Reader 5** to install the free Adobe Acrobat Reader application. Follow the instructions on the screen to install the application.

   If your computer already has Adobe Acrobat Reader installed, please do not select it unless the version provided on the installation CD is a newer version than the one currently installed on your computer.



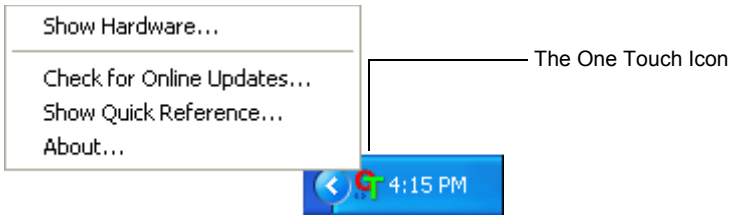
7. When you're finished, click **Main Menu** to return to the Installation menu.
8. Click **Exit** on the Installation menu to close and exit the installation process.
9. Remove the CD and save both CDs in a safe place.

Register Your Scanner and Check for Updates

Registering your scanner is important as it provides you with access to our free telephone support service. Registration also gives you free access to software updates for your scanner.

To register your scanner:

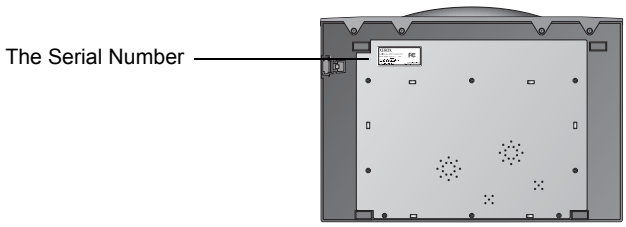
1. Right-click on the One Touch icon in the Windows Notification Area (at the bottom right corner of the screen).
2. Choose **Check for Online Updates** from the pop-up menu.



3. Follow the instructions on the screen and register your scanner by entering your scanner's serial number and your email address.

NOTE: A valid email address is required.

The serial number is located on the underside of the scanner.



After registration is complete you will receive an email message with your RegID.

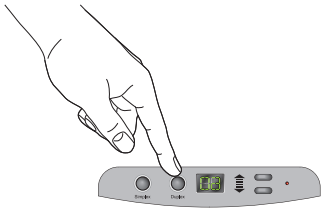
Your RegID is important as you will need it when accessing free telephone support, or checking for online updates.

4. Write down your RegID below so you will be able to find it easily in the future.

RegID:_____

Scanning

If you selected the recommended Full Install option for your scanner's driver (see page 11), then you have several different scanning options with your Xerox DocuMate 632 scanner. Each method scans equally well, so use the one with appropriate options for the item you are scanning.

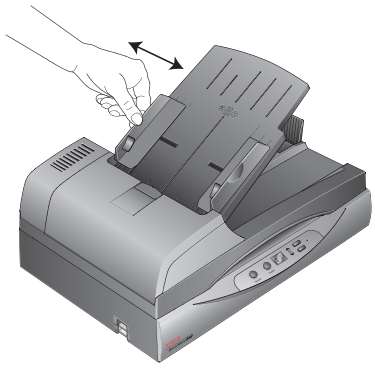


- **Scanner Buttons**—When you press either the Simplex or Duplex button, documents are scanned using the scan settings indicated by the LED number. The scanned images are then sent to a software application (known as the Destination Application) on your computer. See "Load and Scan Documents" on page 24.
- **One Touch**—Use this scan option when you want to scan from the computer screen. Open the One Touch scan panel and window, adjust the scan settings as needed, put the document in the scanner, then click the icon on the One Touch panel. Also use this One Touch method of scanning if you want to access the advanced features of Optical Character Recognition (OCR) available from the OmniPage Pro application. See "Scan from the One Touch Button Panel" on page 28.
- **TWAIN Interface**—This option uses your scanner's TWAIN interface to scan. Select scanning options before scanning, put the document in the scanner, then click a button on the TWAIN interface window. The PaperPort software that you installed for your scanner uses the TWAIN interface for scanning, but many other programs use it too so you can scan from them, as well as from PaperPort. See "Scanning from the TWAIN Interface" on page 87 and "Scanning with the Windows Image Acquisition" on page 110.

Load and Scan Documents

When you press either the Simplex or Duplex button, documents are scanned using the scan settings indicated by the LED number. The scanned images are then sent to a software application (known as the Destination Application) on your computer.

1. Adjust the paper guide for the width of paper.

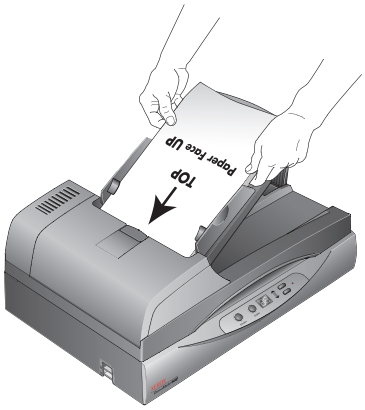


NOTE: Remove any staples or paper clips from the documents before loading them into the Automatic Document Feeder. Staples and paper clips can damage the feed mechanism.

2. Load the documents so the tops of the pages are inserted into the Automatic Document Feeder.

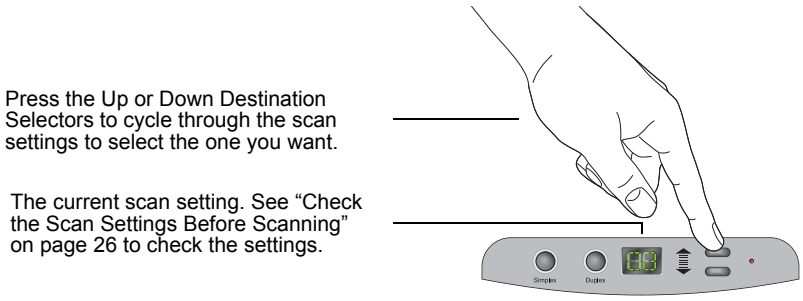
   For Simplex (one-sided) scans, load the documents *face up*. To maintain the original order of the documents when they are sent to the Destination Application, the scanner starts at the first page and scans to the last page.

   For Duplex (two-sided) scans, the documents can be face up or down because both sides are scanned.



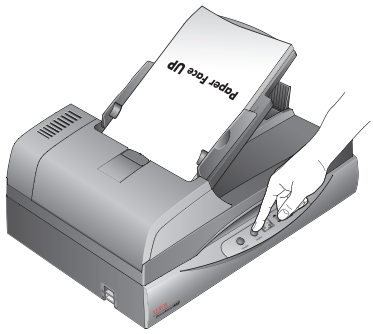
3. Check the LED number to make sure you are using the scan setting you want.

   To choose a new scan setting, press the Up or Down Destination Selector buttons.

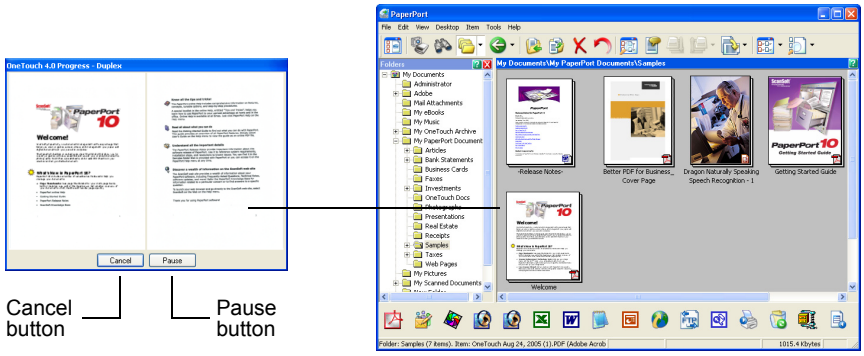

Press the Up or Down Destination Selectors to cycle through the scan settings to select the one you want.
The current scan setting. See “Check the Scan Settings Before Scanning” on page 26 to check the settings.
Simplex
Duplex

4. To scan a one-sided document, press the **Simplex** button.

   To scan a two-sided document, press the **Duplex** button.



   A scan progress window opens and the image is sent to the selected application from the One Touch utility. In this example of duplex (two-sided) scanning, the Destination Application is the PaperPort Desktop and the two pages are stacked, one on top of the other.



   To Cancel scanning, click the **Cancel** button.

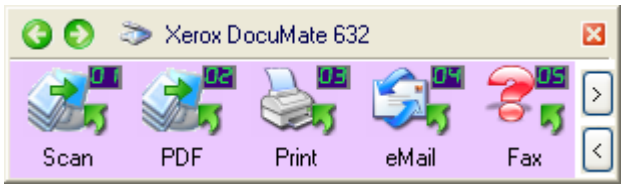
   To pause the scanning, click the **Pause** button. It will change to a **Continue** button. Put the page back into the scanner and click **Continue** to resume scanning.

Check the Scan Settings Before Scanning

The One Touch Icon

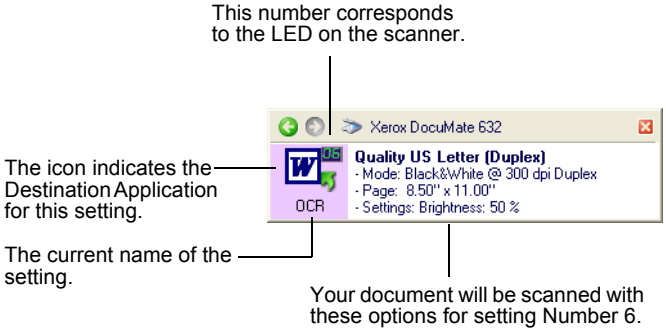
1. To check the scan settings before scanning, click on the One Touch icon in the Windows Notification Area (at the bottom right corner of the screen).

   The One Touch Button Panel opens. Click on the arrows to cycle through to the other buttons.



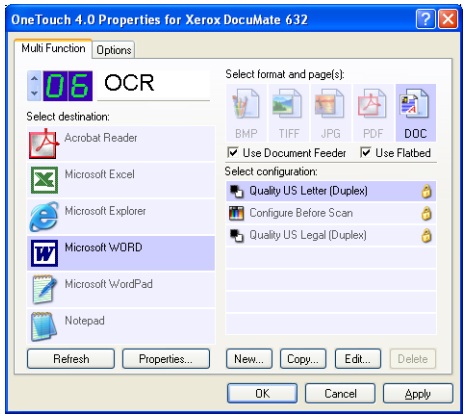
2. *Right-click* a button on the panel to see its description.

   The One Touch Button Panel shows the description of the selected setting. This sample shows the current description of setting 6.


This number corresponds to the LED on the scanner.
Xerox DocuMate 632
Quality US Letter (Duplex)
- Mode: Black&White @ 300 dpi Duplex
- Page: 8.50" x 11.00"
- Settings: Brightness: 50 %
OCR
The icon indicates the Destination Application for this setting.
The current name of the setting.
Your document will be scanned with these options for setting Number 6.

   The One Touch Properties window for that setting also opens so you can change any settings before scanning.

Note: The configurations shown on this example of the One Touch Properties window are for illustration purposes only. The configurations you see on your One Touch Properties window may be different.



3. When you are ready to scan, click the button on the One Touch Button Panel. See “Scan from the One Touch Button Panel” on page 28 for more about the Button Panel.

Scan from the Flatbed Glass

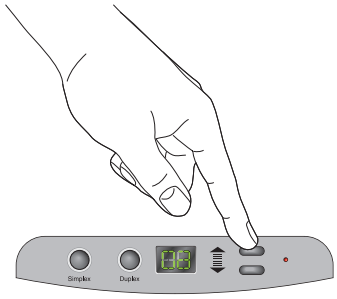
Use the Flatbed glass to scan documents on lighter weight paper, such as credit card receipts, or items that cannot be scanned with the Automatic Document Feeder, such as pages in books.

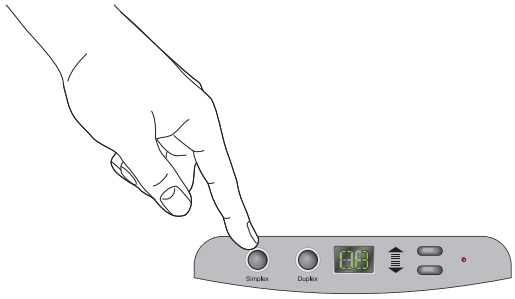
NOTE: You must remove any pages from the Automatic Document Feeder before scanning from the Flatbed glass. If pages are in the Automatic Document Feeder, they will be scanned instead of the page on the Flatbed glass.

To scan from the Flatbed glass:

1. Remove any pages from the Automatic Document Feeder.
2. Open the scanner lid and place the page on the scanner glass, face down.

3. Align the paper with the arrows on the scanner for the size of paper you are using.
4. Close the lid.
5. Press the Up or Down Destination Selector buttons to choose a scan setting. Then press either the **Simplex** or **Duplex** button.





6. The face-down side of the page is scanned and the image is sent to the selected Destination Application from the One Touch utility.

Scan from the One Touch Button Panel

You can scan from the One Touch Button Panel on the screen.

1. Adjust the paper guide for the width of paper and load the documents with their tops into the Automatic Document Feeder.

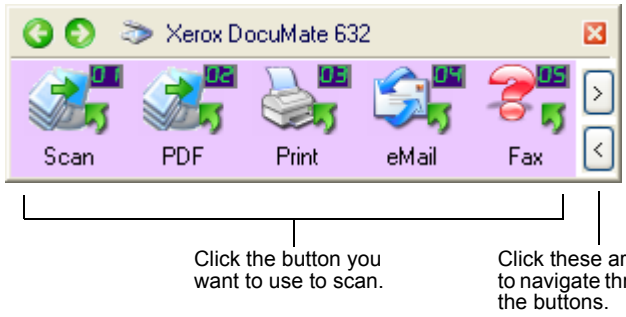
   For Simplex (one-sided) scans, load the documents *face up*.

   For Duplex (two-sided) scans, the documents can be face up or down because both sides are scanned.

The One Touch Icon

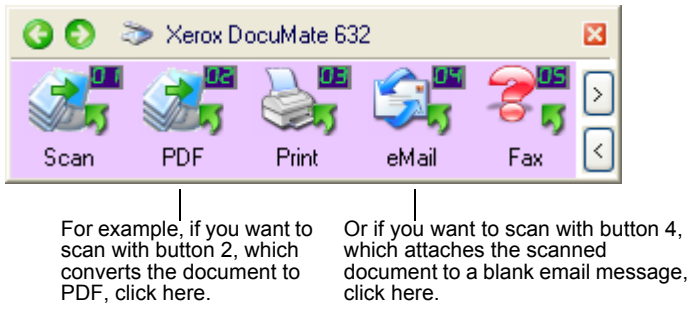
2. Now click on the One Touch icon in the Windows Notification Area (at the bottom right corner of the screen).

   The One Touch Button Panel opens and shows the first five on-screen scanning buttons. Click the arrows to cycle through all button settings. When it reaches the last button, clicking again goes back to one.



   The Properties window also opens in case you want to change the scanning options before scanning.

3. On the screen—not on the scanner—click the button you want to use to scan.


Xerox DocuMate 632
01
02
03
04
05
Scan
PDF
Print
eMail
Fax
For example, if you want to scan with button 2, which converts the document to PDF, click here.
Or if you want to scan with button 4, which attaches the scanned document to a blank email message, click here.

NOTE: Your scanner comes with factory-preset One Touch button settings. You can reconfigure and rename the buttons for your specific scanning requirements.

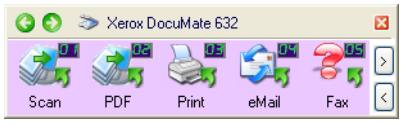
The scanner begins scanning. When the process finishes, the scanned images appear in the Destination Application, just as if you scanned with the Simplex or Duplex scanner buttons.

Using the One Touch Button Panel

The One Touch Button Panel is also your on-screen set of controls for the scanner. The One Touch Button Panel shows information about the scanner and its settings.

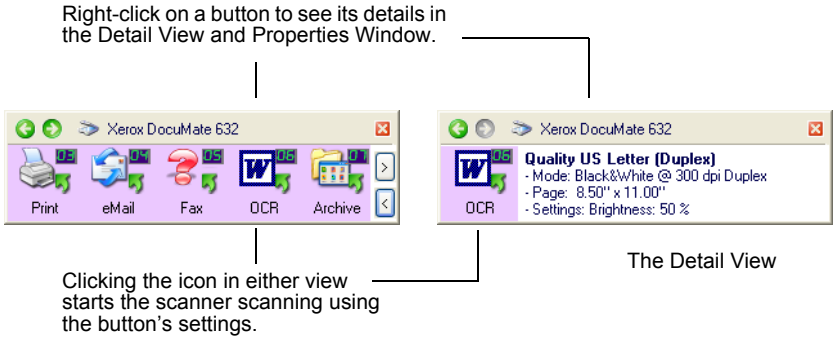
1. To open the One Touch Button Panel, click the One Touch icon. It is located in the Windows Notification Area at the bottom right corner of the screen.

   The One Touch Button Panel opens at its Button View, which shows the on-screen scanning buttons.



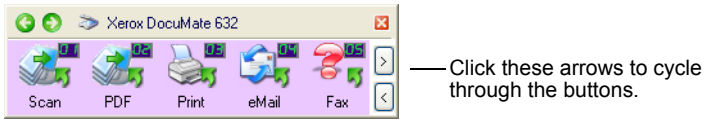
The Button View

2. To scan from the panel, click the icon you want to use to scan.
3. To see the details for a button, right-click on it. The Properties window for that button also opens.

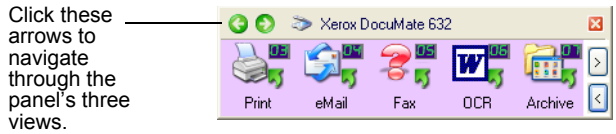

Right-click on a button to see its details in the Detail View and Properties Window.
Xerox DocuMate 632
Print
eMail
Fax
OCR
Archive
Xerox DocuMate 632
OCR
Quality US Letter (Duplex)
- Mode: Black&White @ 300 dpi Duplex
- Page: 8.50" x 11.00"
- Settings: Brightness: 50 %
Clicking the icon in either view starts the scanner scanning using the button's settings.

The Detail View

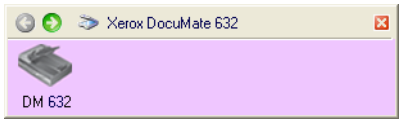
4. To cycle through the buttons, click the arrows on the right side of the panel.



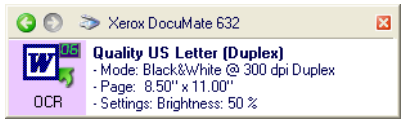
5. To navigate through the panel's three views, click the green arrows at the top of the panel.



The Button View



The Hardware View



The Detail View

- The Button View is your main scanner control panel. Use it to scan or to see all the buttons.
- The Detail View shows the current scan settings for a button.
- The Hardware View shows the current scanners connected to your computer.

  If the Properties window is not open, right-click the icon on the Detail View or Button View to open it.

  From the Hardware View and Detail View, click the green arrow to return to the Button View. You can also click on the hardware icon to return to the Button View.

6. To close the One Touch Button Panel, click the close button on the panel.

About the One Touch Button Panel's Names and Icons

The button names, such as PDF, eMail or Fax, indicate the original factory settings for a button. For example, the eMail button is set up to scan documents then immediately attach them to a new email message in Microsoft Outlook Express®. But you can change the name, the Destination Application, and any of the other aspects of the button.

A question mark for a button, such as shown for button 5 in the examples above, means your computer does not have appropriate software for the initial factory settings (Fax software in the example above). In that case, you would probably want to change the name and Destination Application to something else. For example, if you scan a lot of documents that have faint images, such as hand-drawn sketches in light pencil, you might want to change the button's name to Sketches, and the Destination Application to Microsoft Paint, or some other drawing program.

See "Configuring the One Touch Buttons" on page 32 to change the settings of the buttons on the One Touch Button Panel.

The Default One Touch Settings on Your Scanner

When you receive your scanner, its settings are preconfigured to scan items for various basic tasks, such as email or fax, then send the scanned image to an appropriate, preselected Destination Application. *You can change any of these settings.* Note that settings 10 through 99 are undefined so you can configure them with any settings you want.

Button	Name	Destination Application	Preconfigured Settings
1	Scan	PaperPort	Black&White @ 200dpi Duplex 8.5" x 11" page Brightness 50%
2	PDF	PaperPort	Black&White @ 200dpi Duplex 8.5" x 11" page Brightness 50%
3	Print	Printer	Black&White @ 300dpi Simplex 8.5" x 11" page Brightness 50%
4	eMail	Microsoft Outlook (attachment)	Black&White @ 200dpi Simplex 8.5" x 11" page Brightness 50%
5	Fax	Fax Application	Black&White @ 200dpi Simplex 8.5" x 11" page Brightness 50%
6	OCR	Microsoft Word	Black&White @ 300dpi Duplex 8.5" x 11" page Brightness 50%
7	Archive	Transfer to Storage	Black&White @ 300dpi Simplex 8.5" x 11" page Brightness 50%
8	Custom	Microsoft Paint	Color @ 100dpi Simplex 6" x 4" photo size Brightness 50% Contrast 50%
9	Paint	Microsoft Paint	Color @ 300dpi Simplex 8.5" x 11" page Brightness 50% Contrast 50%
10-99	Undefined	Microsoft Paint	Color @ 100dpi Simplex 6" x 4" photo size Brightness 50% Contrast 50%

NOTE: In addition to scanning from the scanner buttons and One Touch Button Panel, you can also scan directly from other software applications. See the sections “Scanning from PaperPort” on page 85 and “Scanning with the Windows Image Acquisition” on page 110 for details.

Configuring the One Touch Buttons

Each One Touch button configuration consists of a **Destination Application**, a **Scan Configuration**, and a **Document Format**. The One Touch Properties window is where you select these three elements for a button.

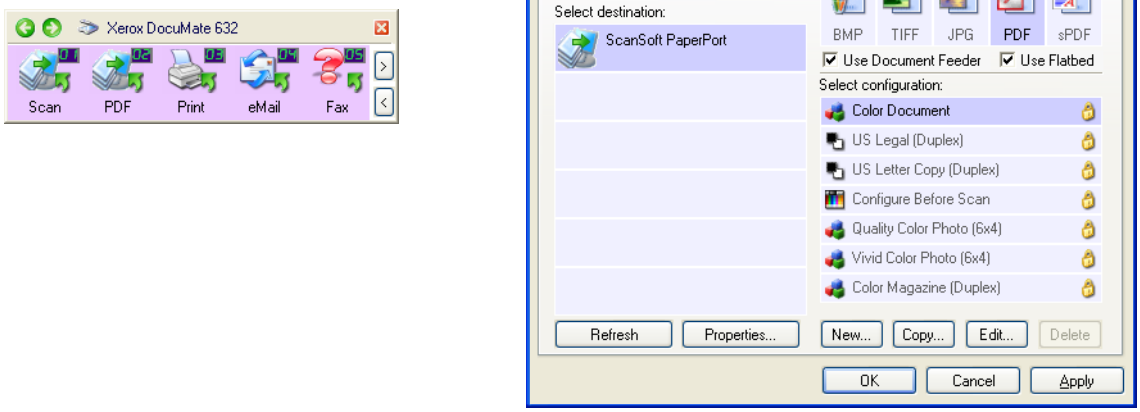
To open the One Touch Properties window:

1. Click the One Touch icon. It is located in the Windows Notification Area at the bottom right corner of the screen.
2. Right-click a button on the One Touch Button Panel.

REMINDER: Remember that left-clicking a button on the One Touch Button Panel starts the scanner scanning. *Right-clicking* opens the One Touch Properties window.

The One Touch Properties window opens for that button.

Right-click on a button (for example, button 2) and the Properties window opens for that button.

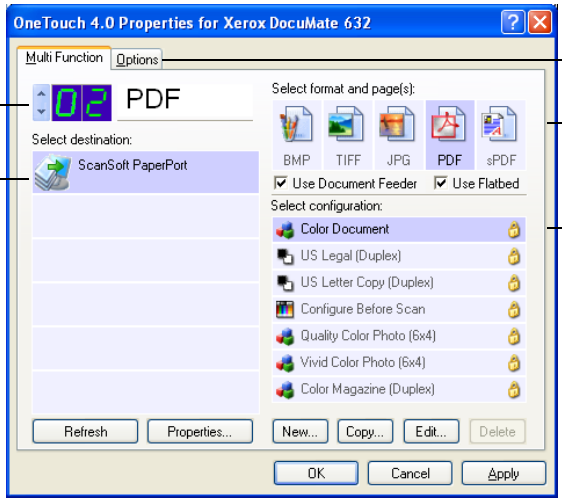


About the One Touch Properties Window

The One Touch Properties window is where you can select new settings for the buttons. The One Touch Properties window also contains special scanning features such as scanning and burn to a CD, scanning and converting text directly into an HTML web page, and scanning with optical character recognition (OCR) that turns a scanned image into text that you can edit.

NOTE: Some of the options on the One Touch Properties Window (and other One Touch windows and dialog boxes) may be “grayed out” and are not available. Grayed out options are not appropriate for your Xerox DocuMate 632 scanner. If you use the One Touch application with other Xerox scanners, grayed out options become active, if appropriate.

The following example of the One Touch window shows the settings for Button 2. The button is set to scan with the scan configuration named Color Document then open ScanSoft PaperPort to display the scanned image. The Format and Page(s) option is set to scan in the PDF image format.



The button number and name.

The Destination Application. This is the application that opens when you are finished scanning.

Click to select options.

The file format of the images of the scanned item.

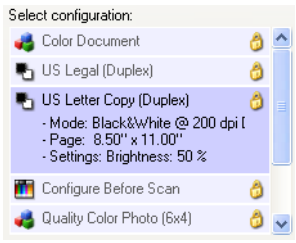
The settings that the scanner uses when scanning with the currently selected button (in this case button 2).

The settings on the Properties window are:

Select Destination—The list of applications that can open to display the scanned image for the selected button. To configure the list of available applications, click the Options tab at the top of the dialog box and select the desired options. See “Selecting Options for a Button” on page 48 for more information.

Select Configuration—The list of available scan configurations for the selected button. The configuration settings include: scanning mode, resolution (dpi), page size, brightness, color saturation, hue, and gamma. To see a selected scan configuration’s settings, click its icon. Click the icon again to close the detailed information.

Click the icon of a selected configuration to view its settings.



The icons next to each scan configuration indicate the scanning mode.

NOTE: Use Configure Before Scan if you want to set the scanning mode manually before scanning. See “Configuring Before Scanning” on page 63.

You can also click the **Edit** button or double-click the configuration to see more detailed information about the selected configuration.

Select Format and Page(s)—A set of file formats for the scanned image for the selected button. The formats are based on the type of destination application you select. This example shows the formats that apply to the PaperPort Desktop.

The icon names indicate their file types. See “Selecting Page Format Options” on page 43 for more about the formats.

Use Document Feeder/Use Flatbed—These two options are pre-set to remain selected so you can scan from both the Automatic Document Feeder and the Flatbed glass. Your scanner senses if pages are in the Automatic Document Feeder and automatically scans them when you press the Simplex or Duplex button, or you click a scan button in the One Touch 4.0 utility.

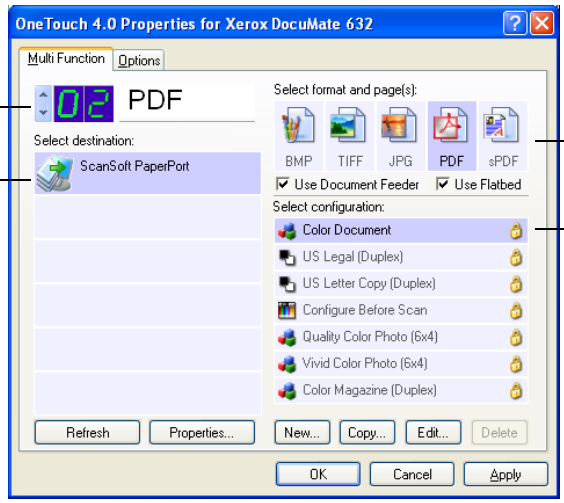
To scan from the Flatbed glass using the Simplex or Duplex buttons, or the scan buttons in the One Touch utility, you must first remove any pages from the Automatic Document Feeder. Otherwise, the scanner will sense those pages, and scan them instead.

NOTE: When scanning from WIA, PaperPort, or other TWAIN applications, you must choose to scan from the Automatic Document Feeder or the Flatbed glass. See the sections “Scanning from PaperPort” on page 85 and “Scanning with the Windows Image Acquisition” on page 110 for details.

Options tab—Displays a window for selecting options related to the selected destination application for the scanned image.

Selecting New Settings for a Button

For each One Touch button, you can select a new **Destination Application**, **Scan Configuration**, and **Document Format**.



Click these arrows to see the properties for the button whose settings you want to change.

Select a software application as the destination to send scanned documents.

Select a format for the scanned image

Select a configuration for scanning the item.

To select new settings for the Scanner Button:

1. Click the button selection arrows to select the button you want to change.

   Each button has its own settings. So, as you click the arrows to cycle through the buttons, the available settings on the window change to show them for each button.

2. From the **Select Destination** list, select the application where you want documents sent when scanning is finished.

   See “Selecting Options for a Button” on page 48 to display a full list of the Destination Applications that you can use with the scanner.

NOTE: If you select a word processing program such as Microsoft WordPad or Microsoft Word and a page format that can be used for OCR (such as Text, RTF, Word, sPDF, or nPDF), the text in scanned images is automatically converted to word processing text. See “Scanning with Optical Character Recognition (OCR)” on page 65 for details.

3. From the **Select Configuration** list, select a scan configuration.

To scan in color, select one of the configurations indicated by the small color icon, such as the Color Document configuration.

The scan configuration list is preset for the application you select in the Select Destination list. If you select a different application, the configurations are for that application. However, you can create your own scan configurations as well.

4. Select a **Format and Page(s)** option.

   The available options apply to the Destination Application you select. For example, if you select Microsoft Word as the Destination Application, the available formats are for text, such as .doc, .txt, and .rtf. However, if you select Microsoft Paint as the Destination Application, then the available formats are for graphics, such as .bmp, and .jpg.

5. Click **OK**, or if you want to keep the window open and work with other features, click **Apply**.

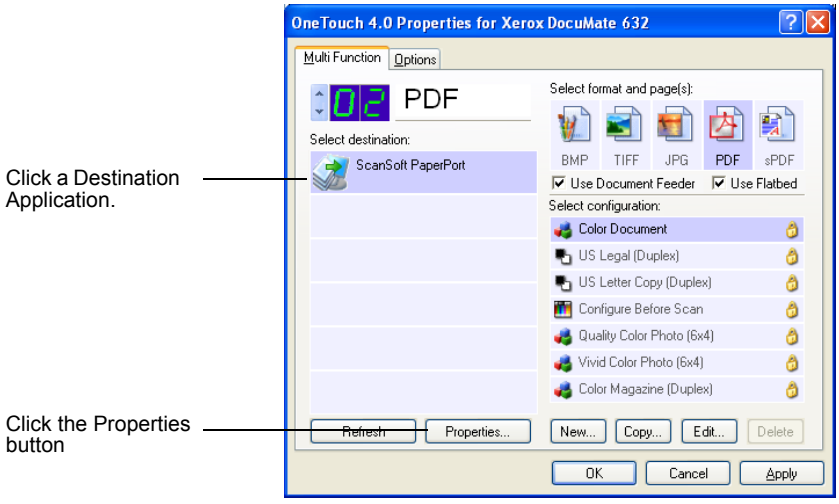
   Note that while the One Touch Properties window is open, you cannot scan yet by clicking a button on the One Touch Panel. You must click **OK** or close the One Touch Properties window first. However, you can scan at any time by pressing the Simplex or Duplex button on the scanner.

   When you are finished selecting new settings for a button and you press or click a scanner button, the document is scanned using the newly configured settings for that button.

Setting Destination Application Properties

The different types of Destination Applications have various properties that you can select.

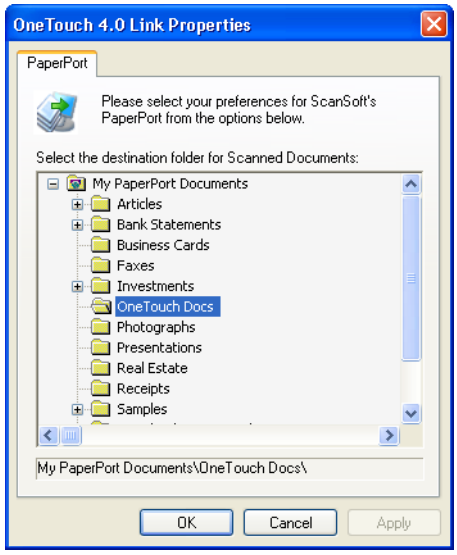
1. On the One Touch Properties window, click a Destination Application.
2. Click the **Properties** button.



A One Touch 4.0 Link Properties dialog box opens for the type of Destination Application you selected, and the available options are for that type of application.

PaperPort Properties

These properties apply to PaperPort, and are for designating the folder to receive your scanned items.

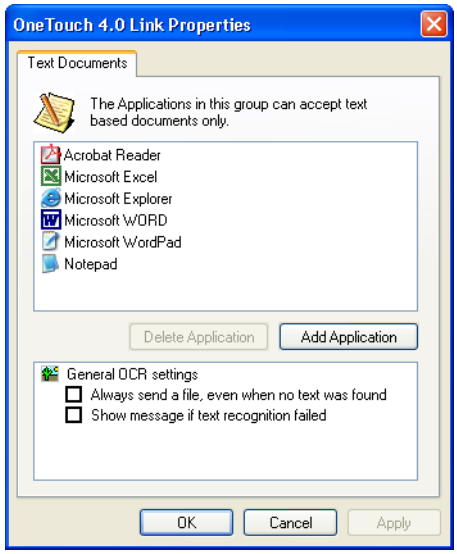


1. Select the PaperPort folder where you want the file of the scanned image to be located.
2. Click **OK**.
3. Click **OK** or **Apply** on the One Touch Properties window.

   When PaperPort opens after you finish scanning, the thumbnails of your scanned documents are on the PaperPort Desktop in that folder.

Text Documents Properties

These properties apply to Microsoft Word, Microsoft Excel®, Adobe Reader, and the other applications indicated by their icons in the list. The properties apply to the OCR settings for the applications.



1. Click in the OCR settings boxes for the options you want.

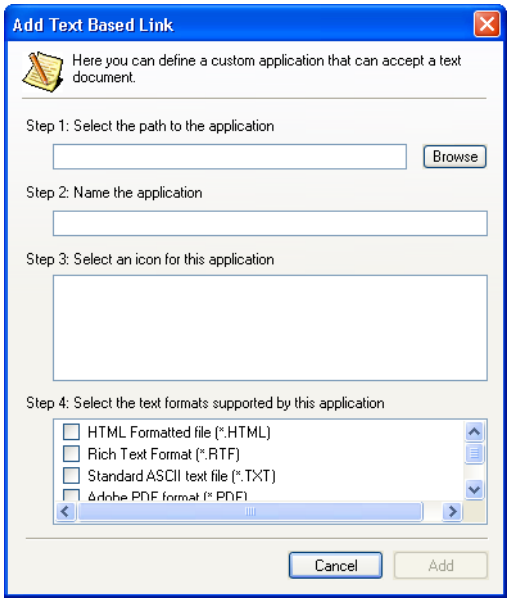
   The options will apply to all the applications in the group.

   Always send a file, even when no text was found—The scanned file is sent to the OCR reader even if the image does not appear to contain text. This could occur if you scanned a photograph with a One Touch button set for text applications.

   Show message if text recognition failed—A message will open on the screen if the OCR reader does not detect text in the image.

2. To add another application to the list, click the **Add Application** button.

   The Add Text Based Link dialog box opens.


Add Text Based Link
Here you can define a custom application that can accept a text document.
Step 1: Select the path to the application
Browse
Step 2: Name the application
Step 3: Select an icon for this application
Step 4: Select the text formats supported by this application
HTML Formatted file (*.HTML)
Rich Text Format (*.RTF)
Standard ASCII text file (*.TXT)
Adobe PDF format (*.PDF)
Cancel
Add

3. Click **Browse** to find the application you want to add to the list.

   When you select the application using the Browse button, steps 1 and 2 on the dialog box are automatically filled in, and the application icon appears in step 3.

4. Select the icon in Step 3 of the dialog box. That is the icon that will appear in the One Touch Destination List.

5. In step 4 of the dialog box, select the file formats that the application will accept.

   Refer to the documentation that you received with the application to see which text formats the application accepts.

   The options you select under step 4 determine the page format icons in the One Touch Properties window for that group of applications.

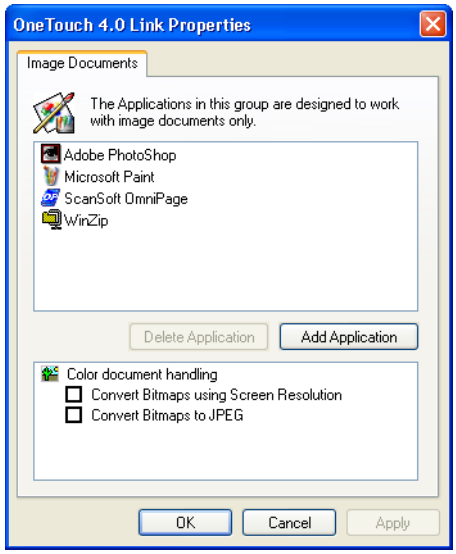
6. Click the **Add** button.

7. Click **OK** or **Apply** on the Link Properties window.

8. Click **Refresh** on the One Touch Properties window.

Image Documents Properties

These properties apply to ScanSoft OmniPage Pro that you received with your scanner, plus Microsoft Paint and other image processing applications.



1. Click in the Color document handling settings boxes for the options you want.

   These options will apply to all the applications in the group.

   Convert Bitmaps using Screen Resolution—Use this option to ensure that an image will fit on the computer's screen. When a computer screen is set to a lower resolution, bitmap images with a higher resolution may be too big to fit on the screen. Converting the bitmap image to match the screen resolution ensures that the image fits on the screen.

   Convert Bitmaps to JPEG—JPEG files can be compressed to produce smaller file sizes and, therefore, shorter transmission times. Use this option to provide that compression capability to image files.

2. To add another application to the list, click the **Add Application** button.

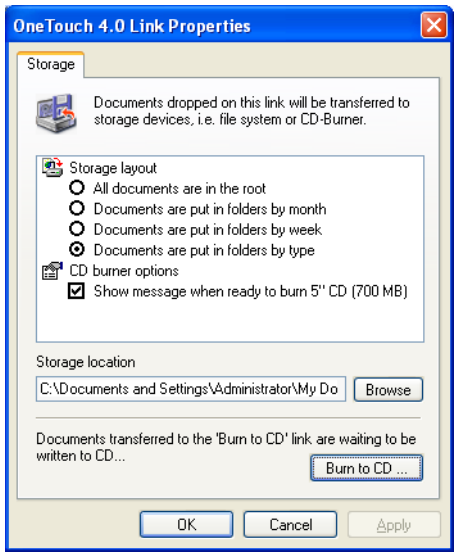
   See the steps on page 39 to add an application to the list.

3. Click **OK**.
4. Click **OK** or **Apply** on the Link Properties window.
5. Click **Refresh** on the One Touch Properties window.

Storage Properties

These properties apply to the Destination Application named Transfer to Storage. If a CD burner is attached to your computer, you also use this dialog box to start the Burn to CD process. See the section “Scan and Burn to a CD” on page 74.

You can also set up multiple configurations to store scanned items in separate locations. See “The Storage Options Tab (Archive)” on page 57 and “Scanning to Multiple Folders” on page 58.


OneTouch 4.0 Link Properties
Storage
Documents dropped on this link will be transferred to storage devices, i.e. file system or CD-Burner.
Storage layout
All documents are in the root
Documents are put in folders by month
Documents are put in folders by week
Documents are put in folders by type
CD burner options
Show message when ready to burn 5" CD (700 MB)
Storage location
C:\Documents and Settings\Administrator\My Do
Browse
Documents transferred to the 'Burn to CD' link are waiting to be written to CD...
Burn to CD ...
OK
Cancel
Apply

NOTE: If you do not have a CD burner attached to your computer, the CD options are not shown on the dialog box. The Burn to CD option is only available for Windows XP.

1. Click the Storage Layout options you want.

   All documents are in the root—The scanned documents are saved in the root of the folder specified in the Storage Location.

   Documents are put into folders by month, week, or type—Folders are created based on your selection (month, week, or type) and the scanned documents are saved in those folders. New folders are created for each month and week so you can keep track of when you scanned the documents.

2. Click the **Browse** button to specify the location to store the scanned documents.

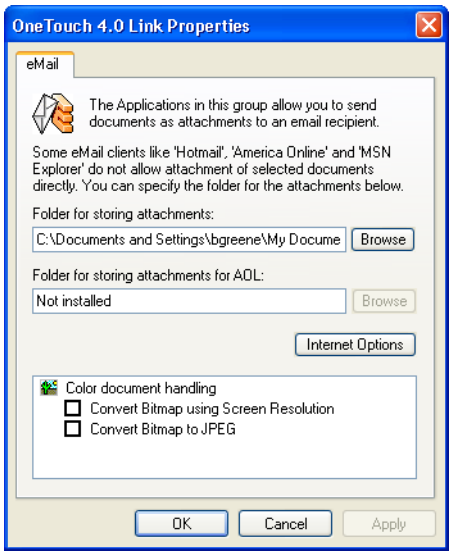
   If you are scanning to a shared network drive, it must be a mapped drive. For more information about mapped drives, see your network administrator.

If you have a CD burner attached to your computer, the option **Show message when ready to burn 5" CD (700MB)**, should also be selected so you will see a message when it's time to click the **Burn to CD** button.

3. Click **OK** on the Link Properties window.

eMail Properties

These properties apply to email applications so you can specify the folder for documents that you will attach to an email message. Microsoft Outlook® will accept direct attachment of documents to a blank email message as soon as scanning is finished, but other email applications do not. If you're using one of those applications, such as America Online® (AOL), you need to know which folder contains the scanned documents so you can manually attach them to your email messages.


OneTouch 4.0 Link Properties
eMail
The Applications in this group allow you to send documents as attachments to an email recipient.
Some eMail clients like 'Hotmail', 'America Online' and 'MSN Explorer' do not allow attachment of selected documents directly. You can specify the folder for the attachments below.
Folder for storing attachments:
C:\Documents and Settings\bgreene\My Docume
Browse
Folder for storing attachments for AOL:
Not installed
Browse
Internet Options
Color document handling
Convert Bitmap using Screen Resolution
Convert Bitmap to JPEG
OK
Cancel
Apply

1. Click the **Browse** button for **Folder for storing attachments** and choose a folder for your email attachments.
2. Click the **Browse** button to specify the location to store them, or type a location directly into the box.

   See the steps on page 40 to add an application.
3. If you are using AOL on your computer, and the folder name for AOL is incorrect, click the **Browse** button and find the correct AOL folder.

   For scanned images to be auto-attached to a blank email address, you must have the specific folder location AOL uses to find the attachments. Please contact AOL for more information about the folder location in which AOL stores attachments.

4. If you need to set or change any internet options for AOL click the **Internet Options** button.

   The Windows Internet Options Control Panel opens. See your Windows documentation and AOL user manual for the settings on the Windows Control Panel.

5. Select the options for color document handling.

   Convert Bitmaps using Screen Resolution—Use this option to ensure that an image will fit on the computer's screen. When a computer screen is set to a lower resolution, bitmap images with a higher resolution may be too big to fit on the screen. Converting the bitmap image to match the screen resolution ensures that the image fits on the screen.

   Convert Bitmaps to JPEG—JPEG files can be compressed to produce smaller files sizes and, therefore, shorter transmission times. Use this option to provide that compression capability to image files.

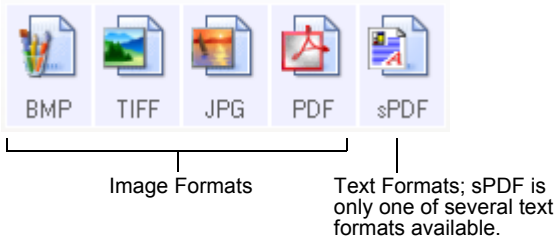
6. Click **OK**.

7. Click **OK** or **Apply** on the One Touch Properties window.

Selecting Page Format Options

The Page Format options that you select determines the file format of the scanned document. Appropriate page format options and file types are available for the type of Destination Application selected for the button.

The available options are for images and text.



The Text Formats are for text file types. The names of the formats indicate their file types. See "Text Formats" on page 45 for details.

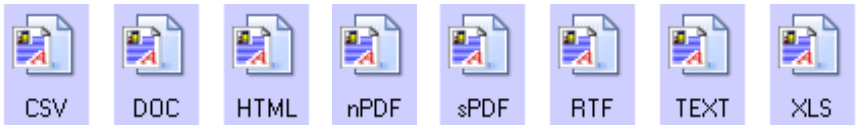


Image Formats

Select an image file format for photos, artwork or other documents that you want to save as images. BMP and TIFF are standard image file formats generally used if you want to do additional image processing, such as photo touch-up or color correction. Both of those file formats tend to be larger than the JPEG format.

Because JPEG image files can be reduced in size, the JPEG format is often used for images on web pages, or if file size might be a problem when electronically sending the files. JPEG files are reduced in size by lowering their image quality, and you can select the degree of quality for your scanned images from the JPEG page format icon.

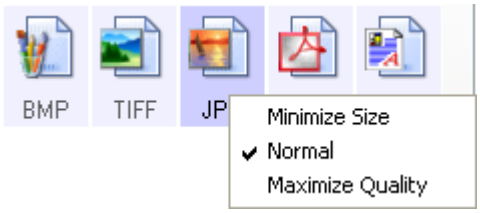
The PDF format is often used to create images of text pages. You may want to select PDF as the page format when scanning text pages that do not require OCR processing or other processing. The PDF format is also used to put multi-page documents on web sites as pdf-readable files. As with the JPEG option, the PDF format can be reduced in size or quality.

NOTE: The two other PDF formats—nPDF and sPDF—are for scanning with OCR processing and with the ability to search the scanned text. See the next section, “Text Formats,” and also “Scanning with sPDF or nPDF and Searching for Text” on page 72 for details.

To select a JPEG or PDF file size:

1. Select **JPG** or **PDF** as the page format.
2. Right-click on the **JPG** or **PDF** icon.

   A menu opens.



3. Choose the file size/image quality option for your scanned images.

   Minimize Size—Smallest file size, lowest image quality.

   Normal—Medium file size, some loss of image quality.

   Maximum Quality—Largest file size, no loss of image quality.

   Your selection pertains only to the button currently selected on the One Touch Properties window. Other buttons that have JPG or PDF selected as the Page Format are not affected, so you can set the JPEG or PDF file size/image quality independently for each button.

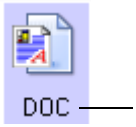
4. Click **OK** or **Apply** on the One Touch Properties window.

Text Formats

Selecting the text format option also selects OCR processing as an automatic step for scanning. Therefore, when you scan a document with the text format selected, the text portions of the document are automatically converted to editable text. See “Scanning with Optical Character Recognition (OCR)” on page 65.

Select a text format for documents with text or numbers, such as a business letter, report, or spreadsheet. The text format icon has several file formats available, depending on the Destination Application you select.

The specific file format is the file name extension on the text format icon.



The specific text format; this example is for Microsoft Word format (.doc).

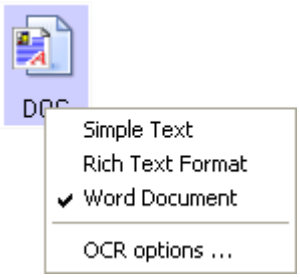
As you select Destination Applications that are text applications, the text format icon changes to match the file type of the application. In some cases, the Destination Application supports several file types, and you can right-click on the icon to choose the particular file type for that application.

To select a file type for the text format:

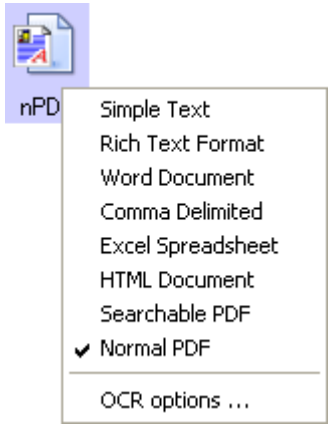
1. Select the Destination Application.
2. Right-click on the text format icon.

   A menu opens. The following figure shows samples for different formats.

Example menu for the DOC text format.



Example menu for the nPDF text format.



3. Choose the file type that you want for the text format.

   Your selection of a file type pertains only to the button currently selected on the One Touch Properties window. Other buttons that have a text option selected as the Page Format are not affected, so you can set the text file type independently for each button.

Simple Text—The .txt file format. Text with no formatting; used by the standard Microsoft Notepad application.

Rich Text Format—The .rtf file format. Text that retains formatting when converted. Available with Microsoft Wordpad and Word.

Word Document—The .doc file format used by Microsoft Word.

Comma Delimited—The .csv file format; used for database or spreadsheet data with fields separated by commas. When the document is converted into editable text by the OCR software, the fields are maintained so you can copy and paste them to a database or spreadsheet application.

Excel Spreadsheet—The .xls file format used by Microsoft Excel.

HTML Document—The .htm file format used to create web pages.

Searchable PDF—The .sPDF file format used by Adobe Acrobat and OmniPage Pro. This format converts scanned text into PDF with text search and OCR capabilities. It is only available if you have installed OmniPage Pro on your computer. See “Scanning with sPDF or nPDF and Searching for Text” on page 72 for details.

Normal PDF—The .nPDF file format used by Adobe Acrobat and OmniPage Pro. This format also converts scanned text into PDF with text search and OCR capabilities, plus you can edit the text in an nPDF image if you have a PDF editing program. The nPDF format is also only available if you have installed OmniPage Pro on your computer. See “Scanning with sPDF or nPDF and Searching for Text” on page 72 for details.

4. To change the OCR settings, choose **OCR Options**.

   The OCR Options provide a series of selections for the OCR feature when you scan text. This menu option is only available if you have installed OmniPage Pro on your computer. See “Selecting OmniPage OCR Options” on page 66 for details.

   Note that the OCR Options settings apply to all buttons. If you change them for one button, those changes apply to the other buttons as well.

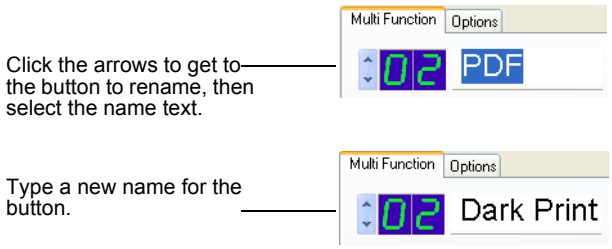
5. Click **OK** on the One Touch Properties window.

Renaming a One Touch Button

The One Touch buttons have names that identify their pre-set functions, such as OCR and PDF, but you can edit the names.

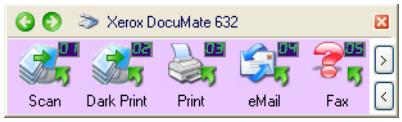
To change the button names:

1. Open the One Touch Properties window.
2. Using the arrows, choose the button that you want to rename.
3. Select the name’s text and type a new name.



4. Click **OK** or **Apply**.

   The button is now renamed.



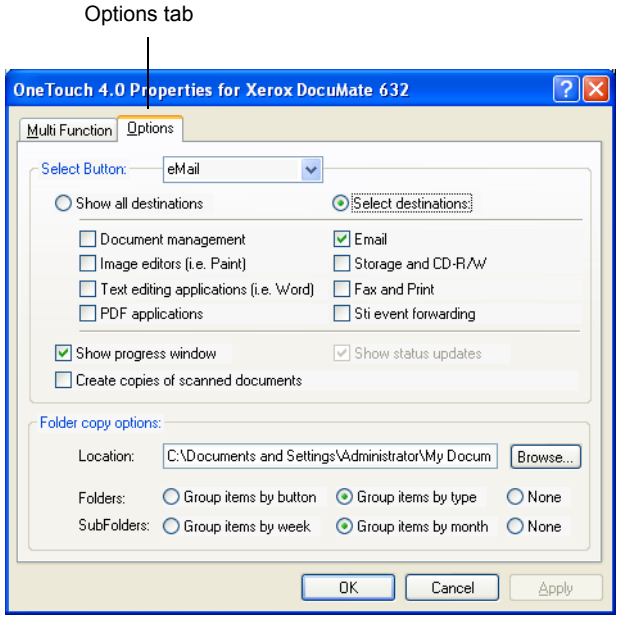
Selecting Options for a Button

The One Touch Options determine the types of Destination Applications available for a button, as well as the location of the files of your scanned items.

TIP: To get to a button quickly instead of clicking the forward and back arrows on the button panel, open the One Touch Properties window, click the **Options** tab, then click the Select Button drop-down menu. You can then select the button from the menu list. Click the **Multi Function** tab to get back to the button settings.

To select options:

1. Open the One Touch Properties window and click the **Options** tab.



2. Click the menu arrow and choose the button for new options.

3. Select button options as described below.

   Show All Destinations—This option selects all the Destination Application categories. The list of Destination Applications available for the selected button will include all the applications on your computer that fall into these categories. This is the default selection for Button 8. The list also includes printers and other devices connected to your computer so, for example, you can scan an item and have it printed immediately.

   Select Destinations—Select this option to individually choose the types of applications to include in the list of Destination Applications. Check the boxes for the type of application to include.

   - **Document Management** includes PaperPort and other applications for processing and keeping track of your scanned documents.
   - **Image Editors** include Microsoft Paint and other drawing and graphics applications.
   - **Text Editors** include Microsoft Word and WordPad, Microsoft Excel, and other word processing and spreadsheet applications. Select this option if you want OCR processing to convert your scanned documents to text that you can edit. See “Scanning with Optical Character Recognition (OCR)” on page 65 for more about OCR.
   - **PDF applications** are for documents scanned to PDF format.
   - **Email** includes Microsoft Outlook and other email applications. See “eMail Properties” on page 42 for details about attaching scanned documents to your email messages.
   - **Storage and CD-R/W** is for either storing scanned documents in a folder, or sending them to a CD burner to create a CD containing the scanned documents. See “Transferring Scanned Documents to Storage” on page 80 and “Scan and Burn to a CD” on page 74 for details.
   - **Fax and Print** is for sending your scanned documents directly to your printer or fax software for faxing.
   - **Sti event forwarding** is for using another application’s interface for scanning. The One Touch Event Forwarding dialog box opens so you can select which application to use to continue scanning. See “Scanning with Event Forwarding” on page 76 for details.

4. After selecting a new category of Destination Applications, click the **Multi Function** tab to see which ones are added to the list.

   Show Progress Window—Select this option to display the progress window of the document(s) during scanning.

Create copies of scanned documents—Sometimes the image of a scanned document is only saved as a temporary file until its Destination Application is finished using it. In those cases you may or may not want an additional, permanent copy saved on your hard drive.

For example, if you scan a picture to an email application, the scanned image is saved as a temporary file, then attached to the email, and the email is sent. But because you already have the original picture, you may not want to also save a permanent file of that image as well. The same situation may occur when you scan directly to a printer or scan to a fax application. You already have the paper version (and in the case of a printer, you would have two paper copies—the original and the scanned printed version) so there's no need for an electronic file too. However, by selecting this **Create copies of scanned documents** option, you can choose to save permanent copies of those types of images on your hard drive.

The copies will be saved in the folder specified in the Folder Copy Options section (see the figure on page 48 and the description below).

You can selectively choose the types of Destination Applications that will have their scanned images saved permanently. For example, if your computer is connected to multiple printers and fax machines, each one is considered a separate Destination Application. By selecting the **Fax and Print** box and clicking the **Create copies of scanned documents** option, every scanned document you fax or print from the scanner is also saved as a permanent file on your hard drive.

This option is not available if either the **Document Management** or **Storage and CD-R/W** options are selected. because, by default, file copies for those types of Destination Applications are already automatically saved in the folder for copies.

For that reason, this option is not available for the default settings of Buttons 1 and 2. Those buttons have ScanSoft PaperPort as their Destination Applications, and PaperPort is **Document Management** software.

Likewise, the option is also not available for the default setting of Button 7, Archive, because it is set as Transfer to Storage with the Destination Application type set as **Storage and CD-R/W**.

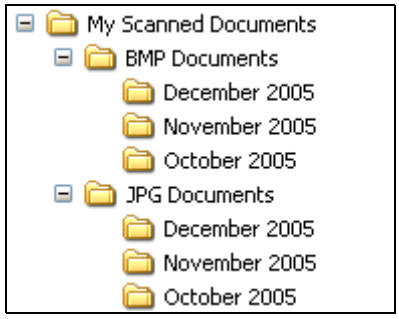
Folder Copy Options—This section of the dialog box sets the location for copies of your scanned documents and how you want to group them.

All copies of your scanned documents, regardless of type of Destination Application, are saved in this folder.

Note that if the Button selected at the top of the dialog box is set to **Transfer to Storage** as the Destination Application, and the type of application is **Storage and CD-R/W**, (such as Button 7), the location in this section is where your scanned documents are stored. When you use the One Touch 4.0 **Burn to CD** feature, the location is where scanned documents are stored before they are burned onto the CD.

Click the **Browse** button and find the folder for the copies. Select the grouping option for the documents. The Group by button option groups the documents under the name of the One Touch button. For example, if the button is named Printer, the documents are grouped under the name Printer. Group by type arranges the scanned documents by the type of file, such as .doc or .jpg. If you also want to group them by date you can choose the week and month options.

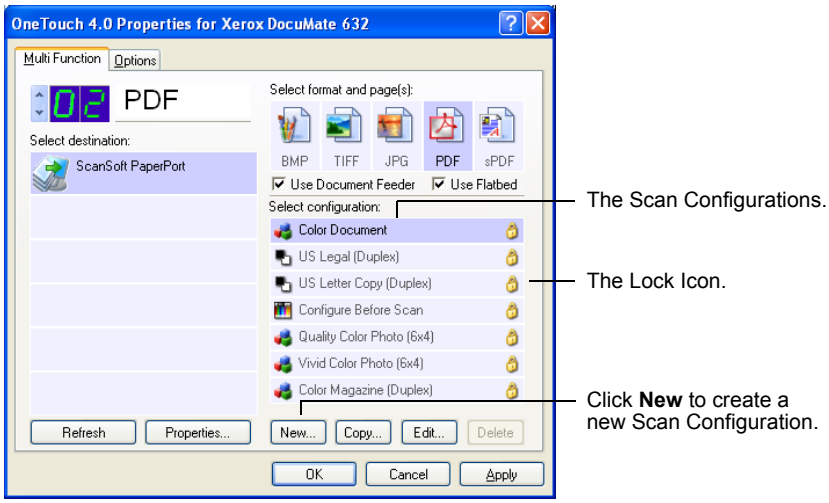
The following example shows the folders when the selections are **Group items by type** and **Group items by month**.



5. Click **OK** to save the options for the selected button.

Creating a New Scan Configuration

The scan configurations are where you select the scanning resolution, brightness, mode (color, black&white, or grayscale), and a number of other settings.



Note the lock icon on the preset configurations. Although you can unlock and edit the preset configurations, we recommend that you leave them locked, and only add new configurations. That way, you will always have the original factory-set configurations available.

To create a new configuration:

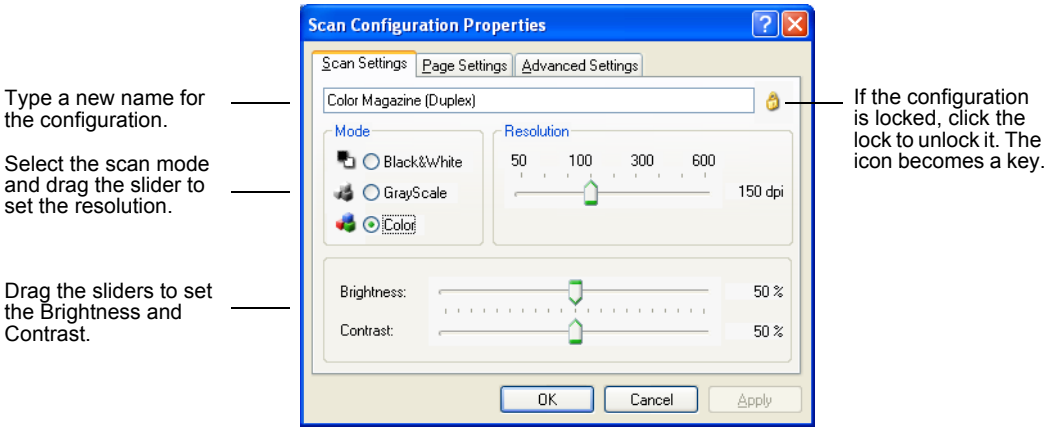
1. Open the One Touch Properties window and make sure the **Multi Function** tab is selected.
2. Scroll through the applications in the Select Destination list and click the type of application for which you want to create a new scan configuration.

   When you create a new scan configuration, it will be listed for the buttons that are set for the same types of Destination Applications. For example, if you create a new configuration for a button that is set to show image editor applications, that new configuration is also listed for any other buttons set for image editors, but not for buttons set for text editing applications. Thus, you can create specific sets of scan configurations for specific functions and they are listed only when appropriate.
3. Click the **New** button.

   If you want to start from the settings of another configuration, select the configuration, then click the **Copy** button.

   If the **Scan Settings** tab is not selected, click it.
4. On the Scan Configuration Properties dialog box, type a name.

TIP: If you're going to set up the new configuration to scan duplex (two-sided), include that in the name, such as "Scan for Dark Print (Duplex)," to remind you that it is a duplex scan.



NOTE: If you select a printer or other device in the Select Destinations list, the dialog box may have an additional Device Settings tab for setting specific options for the particular device.

5. Select scan settings for the new scan configuration.

   Mode—Select a scanning mode:

   - **Black&White** to scan in black and white. For example, letters and memos are usually scanned in black and white. This scan mode produces the smallest file size.
   - **GrayScale** to scan items such as documents containing drawings or black and white photographs. The scanning produces an image of up to 256 shades of gray.
   - **Color** to scan color photographs and other color items. Color scans have the largest file size.

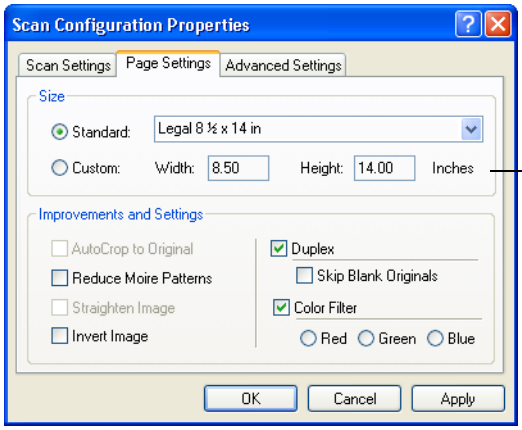
   Resolution—Drag the slider to the right or left to adjust the dots per inch (dpi) of the resolution. The maximum resolution is 600 dpi; the minimum is 50 dpi. The higher the dpi setting, the sharper and clearer the scanned image. However, higher dpi settings take longer to scan and produce larger files for the scanned images.

   Brightness and **Contrast**—Sometimes an item is scanned with the brightness and contrast set too light or too dark. For example, a note written with a light pencil may need to be scanned darker to improve legibility.

   Brightness refers to the lightness or darkness of the image. Contrast is the range between the darkest and lightest portions of the image. The greater the contrast, the more difference between the lighter and darker shades in the image.

Drag the sliders to the right or left to adjust the brightness and contrast of the scanned image. The Contrast setting does not apply to the Black&White mode.

6. If you want to lock the configuration, click the key icon to change it from a key to a lock.
7. Click the **Page Settings** tab to select page settings.



Size—Click **Standard**, click the menu arrow and choose a page size from the list, or click **Custom** and enter the horizontal and vertical page dimensions in the boxes. The maximum size is 8.5" x 14". The units of measurement can be inches or millimeters. Click the name of the units, inches or millimeters, to toggle between them.

Improvements and Settings—Only the options that apply to the selected Destination Application are available.

- **Reduce Moire Patterns**—Moire patterns are wavy, rippled lines that sometimes appear on the scanned images of photographs or illustrations, particularly newspaper and magazine illustrations. Selecting **Reduce Moire Patterns** will limit or eliminate moire patterns in the scanned image. This option is only available for the Grayscale or Color Mode at 200 dpi or less.
- **Invert Image**—Only available for Black&White Mode, this option reverses the black and whites of an image.

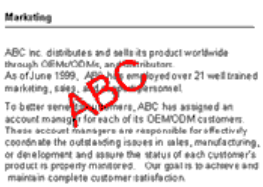
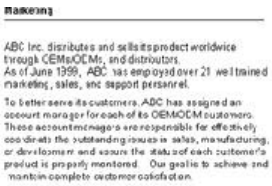
Original Image

Inverted Image

- **Duplex**—Scan both sides of the page. If this option is not selected, the scanner will scan the front side of the page only.

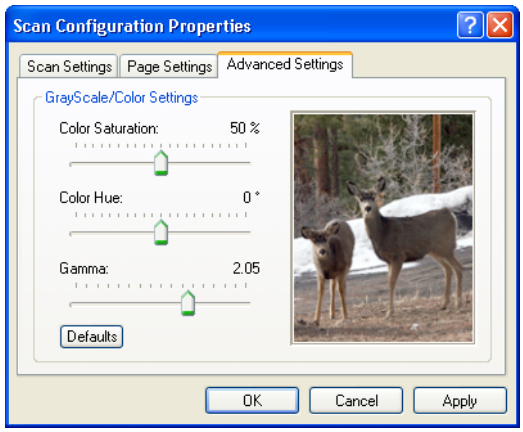
NOTE: Because you can set Duplex and Simplex for the One Touch buttons, there could be a conflict when you press the Simplex or Duplex button on the scanner. Regardless of the One Touch setting, the scanner button always takes precedence. In other words, even if the LED number on the scanner has a setting for Duplex, when you press the Simplex scanner button the scanner scans in Simplex mode, and vice versa.

- **Skip Blank Originals**—Skips pages that are completely blank. Typically you use this option when you will scan a stack of two-sided pages which have a number of blank sides. This option is only available for Duplex scanning.
- **Color Filter**—Color filter is the ability of your scanner to automatically remove a color from a scanned item. For example, if you are scanning a letter with a red watermark, you can choose to filter out the red so the scanned letter just shows the text and not the red watermark. Color filter applies to Black&White or Grayscale Mode.

The original with a red watermark over black text.	The scanned item with the red filtered out.
	

8. Click the **Advanced Settings** tab.

   The options of the Advanced Settings tab are for the Color or Grayscale scanning mode.



9. Drag the sliders to the left and right to change the color settings. As you do, the image changes to show the effects of the new settings.

   Saturation is the strength or purity of a color, hue is the color your eyes see as reflected from the image, and gamma controls the brightness of the midtones of the color.

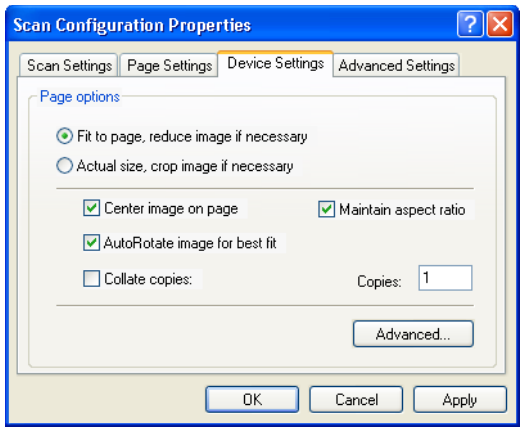
10. Click **OK** to save the new configuration.

    It will now be listed in the list of Scan Configurations on the One Touch Properties window for the appropriate Destination Applications.

The Device Settings Tab

A Device Settings tab is on the Scan Configurations dialog box when your selected Destination Application sends the scanned image to a printer, fax application, or other device. You use the options on the Device Settings tab to select settings for the device.

1. Click on the **Device Settings** tab.



Fit to page, reduce image if necessary—If the scanned image is too big to be printed or faxed on a single page, the image will automatically be reduced to fit the page.

Actual size, crop image if necessary—If the scanned image is too big to be printed or faxed on a single page, the image will automatically be cropped around its edges to fit on the page.

Center image on page—The image will be printed in the center of the page instead of at the top right corner.

Maintain aspect ratio—The aspect ratio is the length-to-width relationship of the image's dimensions. Select this option so the image's relative proportions remain constant.

AutoRotate image for best fit—If the image is a Landscape format and the device is printing in the Portrait mode, or vice versa, rotate the image to fit on the page.

Collate copies—If you are printing more than one page, collate the copies. Enter the number of copies in the **Copies** box.

Advanced—Click to see additional settings for the device. The dialog box that opens is specific to the device. For example, if the device is your printer, the dialog box is your printer's setup settings.

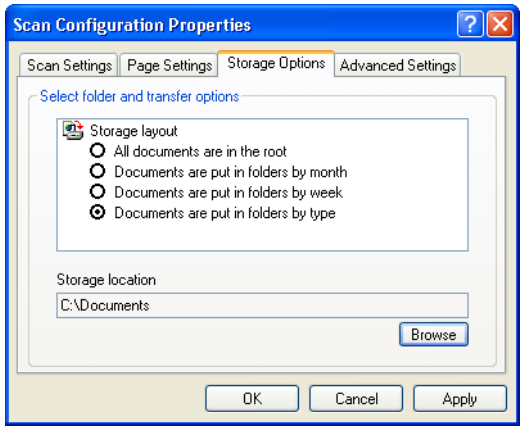
2. Click **OK** or **Apply**.

The Storage Options Tab (Archive)

A Storage Options tab is on the Scan Configurations dialog box when the selected Destination Application is set as Transfer to Storage. You use the options on this tab to select where you want to save your scanned items for storage when scanning with that particular Scan Configuration. Button 7 is set as the default Archive button for scanning to storage, with Transfer to Storage as the destination. So if you want to have the Scan Configuration apply to Button 7, switch to it first before creating the new Scan Configuration.

NOTE: The selections you make using the Storage Options tab override the storage options that apply to the Storage Properties. This means that you can create separate Scan Configurations to store scanned items at various locations in addition to the main location set by the Storage Properties. See "Storage Properties" on page 41 and "Transferring Scanned Documents to Storage" on page 80 for more details.

1. Click on the **Storage Options** tab.



2. Click the Storage Layout options you want.

   All documents are in the root—The scanned documents are saved in the root of the folder specified in the Storage Location.

   Documents are put into folders by month, week, or type—Folders are created based on your selection (month, week, or type) and the scanned documents are saved in those folders. New folders are created for each month and week so you can keep track of when you scanned the documents.

3. Click the **Browse** button to specify the location to store the scanned documents.
4. Click **OK** or **Apply**.

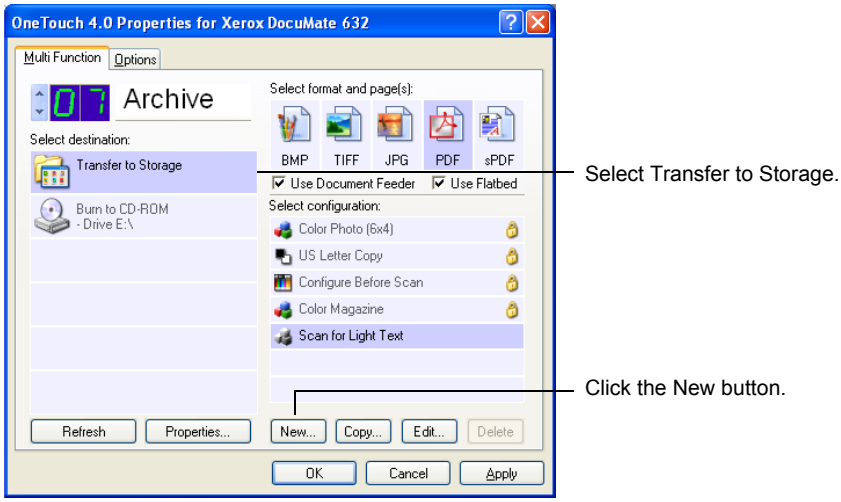
Scanning to Multiple Folders

When archiving documents with the Transfer to Storage option, you can scan them to multiple folders. For example, one folder might be for “Business Receipts,” a second folder might be for “Personal Receipts,” and a third folder might be for “Annual Receipts.”

To scan to multiple folders, you create multiple scan configurations with Transfer to Storage as the Destination Application, and assign each scan configuration to one of the scanner buttons.

Setting up multiple folders for transfer to storage:

1. Using Microsoft Windows, create the folders that you want to use for storing scanned items. Note that you can also create the folders later while creating the new scan configurations.
2. Open the One Touch Properties window.
3. Select **Transfer to Storage** as the Destination Application.
4. Click the **New** button.

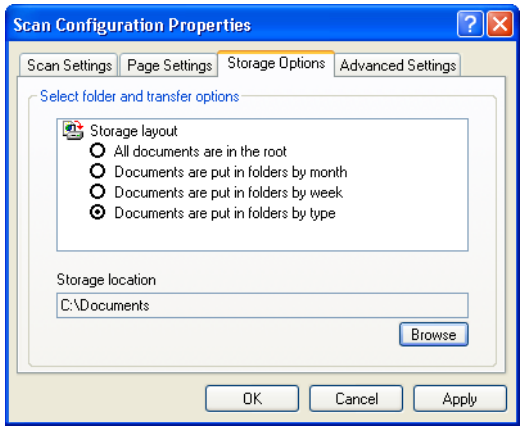


The Scan Configuration Properties dialog box opens.

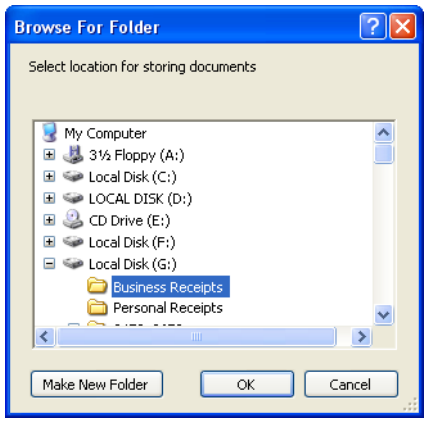
5. Click the **Scan Settings**, **Page Settings**, and **Advanced Settings** tabs, and select the settings you want.

   To help you remember which folder it is, give the new configuration a name that indicates the folder name, such as “Storage for Business Receipts.”

6. Click the **Storage Options** tab.

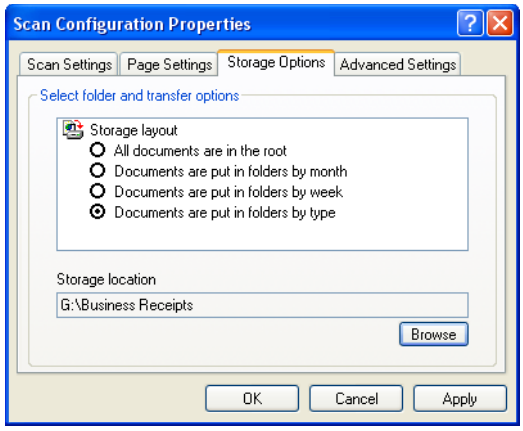


7. Click the **Browse** button.
8. Select the folder you created for storing the scanned documents.



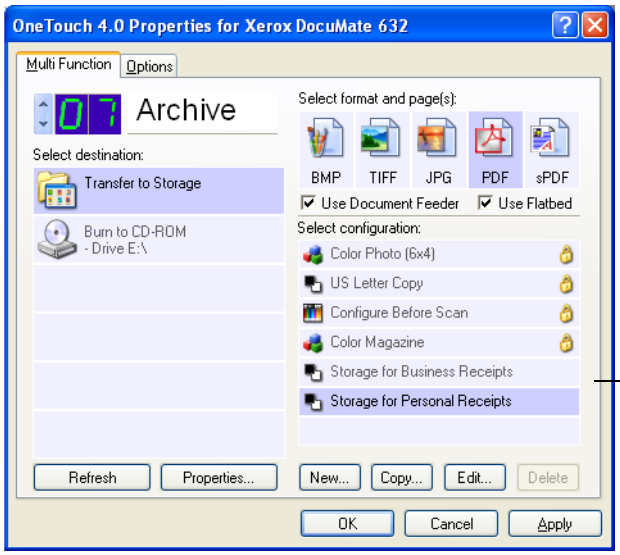
If you haven’t created the folder yet, you can click the **Make New Folder** button and type the name for the new folder.

9. Click **OK**. The selected folder will now be set as the Storage Location, such as “Business Receipts.”



10. Click **Apply**. The new configuration is now listed as a Transfer to Storage configuration.
11. Repeat the process to create additional new configurations, such as one named “Storage for Personal Receipts.”
12. Make sure to designate separate folders as the Storage Locations for the new configurations.

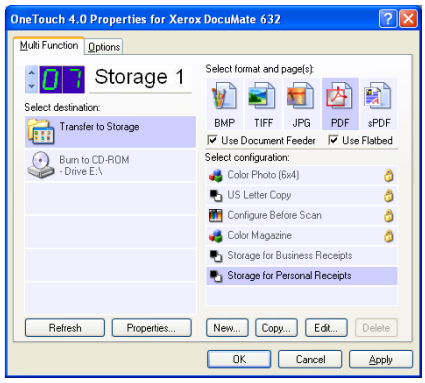
    You will now have multiple configurations set up for the Transfer to Storage destination, and each configuration scans documents to separate folders.

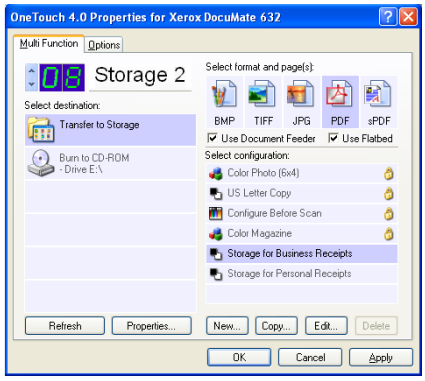


The new configurations apply to the Transfer to Storage Destination Application.

13. Now click the arrow buttons to select a scanner button for each new configuration. Click **Apply** to set that button for that configuration.

    The following examples show that buttons 7 and 8 have been set to scan to each of the new configurations.





    Note that the button names have also been changed to Storage 1 and Storage 2 to remind you that both send documents to storage, but to different locations. To change button names, see “Renaming a One Touch Button” on page 47.

Scan to multiple storage folders:

1. Insert the documents you want to scan to multiple storage folders.
2. Press the **Destination Selector** buttons on the scanner to get to one of the buttons set up for scanning to storage.
3. Press the **Simplex** or **Duplex** button to scan the documents.
4. When scanning is finished, re-insert the documents and press the **Destination Selector** buttons to get to the next button you have set up for scanning.
5. Press the **Simplex** or **Duplex** button to scan the documents.

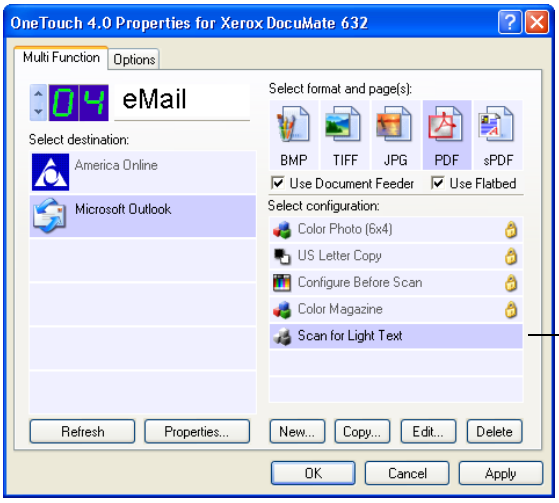
When scanning is finished, the documents are stored in the two separate folders.

Editing or Deleting Scan Configurations

NOTE: Your scanner comes with a number of configurations pre-set at the factory. We recommend that you keep those configurations locked and do not edit or delete them. That way, you will always have the factory-settings available. If you do edit or delete them, and want to get the factory pre-sets back again, you will need to uninstall then re-install your scanner.

To edit or delete a scan configuration:

1. Open the One Touch Properties window.
2. Select the scan configuration you want to edit or delete.



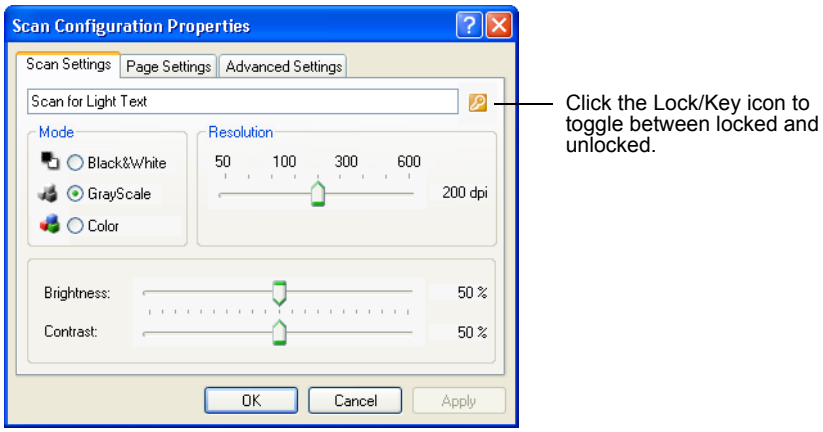
Select the scan configuration to edit or delete. It must be unlocked, as indicated by not having a lock displayed here.

3. To delete the configuration, click the **Delete** button.

4. To edit the configuration, click the **Edit** button.

   The Scan Configuration Properties dialog box opens for that configuration.

   You can make changes to a configuration, but for the changes to be saved, the configuration must first be unlocked. Click the Lock icon to unlock the configuration. Clicking it toggles between locking and unlocking the configuration. The key icon indicates the configuration is unlocked.



5. Edit the settings and click **OK**.
6. Click **OK** to close the dialog box.

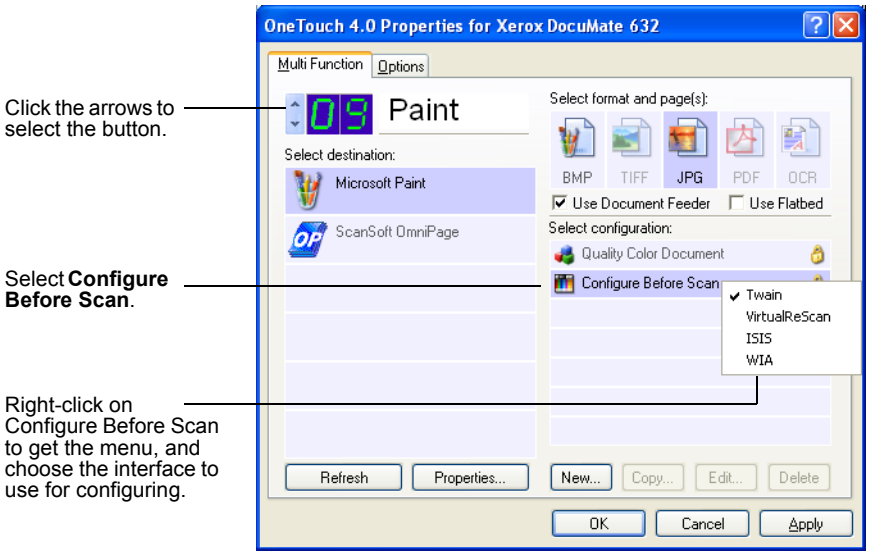
Configuring Before Scanning

You can manually configure the scan settings before beginning the scanning process. In that case, you select Configure Before Scan as the Scan Setting. When you press a scan button, one of the scanning interfaces opens for you to set the scanning options.

To configure before scanning:

1. Open the One Touch Properties window.
2. Using the arrows, choose the button that you want to set to configure before scanning.

3. Select the scan configuration **Configure Before Scan**.



4. Right-click on **Configure Before Scan** and choose an interface to use for configuring before scanning.

   Some interface options may not be available, based on the drivers you installed for your scanner.

   TWAIN—The TWAIN Interface opens for you to configure the scanning. See “Scanning from the TWAIN Interface” on page 87.

   ISIS—The ISIS Scan interface opens for you to configure the scanning. See “Scanning with the ISIS Interface” on page 116

   WIA—The Windows Image Acquisition Interface (WIA) opens for you to configure the scanning. See “Scanning with the Windows Image Acquisition” on page 110.

NOTE: The WIA option is only available if your computer is running Microsoft Windows XP or Me.

NOTE: If you installed the Kofax VRS software when installing your scanner, the menu for choosing an interface will include the option **VirtualReScan**®. VirtualReScan is the Kofax VRS TWAIN interface.

5. Click **OK** or **Apply** on the One Touch Properties window.

Scanning with Optical Character Recognition (OCR)

Optical Character Recognition (OCR) is like a printer in reverse. Instead of printing what's on the screen onto paper, OCR converts text and numbers on a scanned page into editable text and numbers. You can then work with the text and numbers to edit, spellcheck, change font or type size, sort, calculate, and so forth.

You must have installed the OmniPage Pro software on your computer in order to use the OCR options with the One Touch 4.0 software and your Xerox DocuMate 632 scanner. One Touch 4.0 and OmniPage Pro work together to combine scanning with OCR processing into one integrated step. OmniPage Pro is on the Disc 2 CD that you received with your scanner in case you haven't installed it yet.

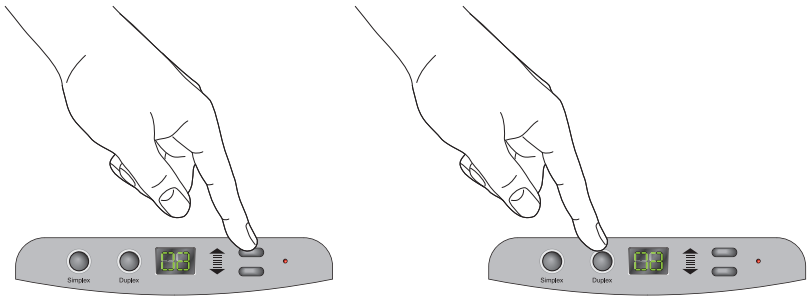
If OmniPage Pro is installed, the OCR process is automatic when the page format on the One Touch Properties window is a text format, such as DOC, TEXT, XLS, RTF, and so forth.

NOTE: If OmniPage Pro is *not* installed on your computer, items scanned as a text format are still converted with the OCR process, however, the options available with the process are then limited.

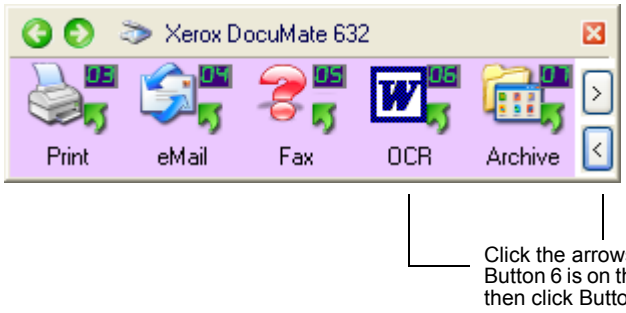
NOTE: One Touch Button 6 is preset as your OCR button. But you can also set up any other button to scan and OCR the text.

To scan with OCR:

1. To scan using the buttons on the scanner, press the Destination Selector until the LED is at 6, then press the **Simplex** or **Duplex** button.



2. To scan from the One Touch Button Panel, click the One Touch icon in the Windows Notification Area, click the arrows to see Button 6, then click Button 6.



Your scanned pages appear in the Destination Application with their text ready for editing and other text processing.

NOTE: OCR scanning is also for spreadsheets so you can work in Microsoft Excel (or other spreadsheet application) with the figures and text from the original spreadsheets.

Selecting OmniPage OCR Options

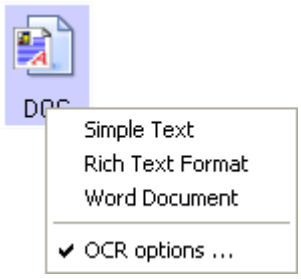
The OmniPage OCR Options are only available if you have installed OmniPage Pro on your computer. Scanning to PaperPort to use its OCR capabilities does not offer the options in this section.

NOTE: OmniPage OCR options apply globally to all the One Touch buttons that perform OCR. For example, Button 6 is set by default to OCR text, but Button 8 is not. If you reconfigure Button 8 to also OCR text, the OCR options you select for Button 8 will also apply to Button 6.

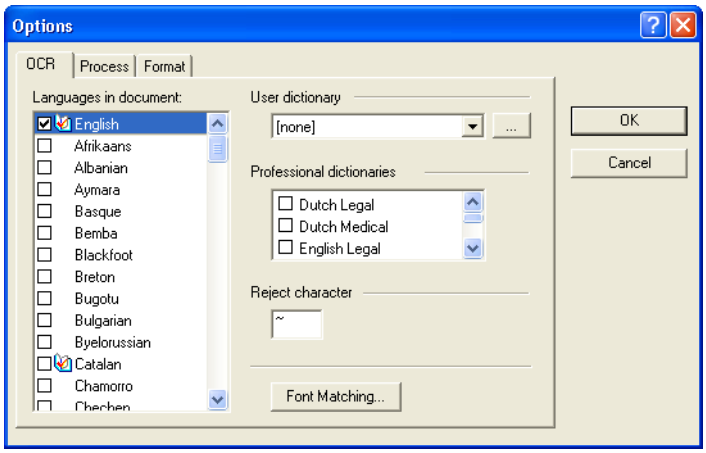
To select OmniPage OCR options:

1. Open the One Touch Properties window.
2. Using the arrows, choose a button that has Destination Applications that use the text format as their file type.
3. Select the Destination Application to get one of the text format file types as the page format.
4. Right-click on the page format icon to see the menu.

5. Choose **OCR Options** from the menu.



The OmniPage OCR Options window opens with the **OCR** tab selected.



6. Choose the options you want from the OCR window.

Languages in Document—Select the language(s) in the documents to be scanned. These are the languages that will be recognized during the OCR process. For faster and more reliable language recognition, select only the languages in the document.

The languages at the top of the list are your recent choices. Below that the languages are in alphabetical order. Type a letter to jump to one of the languages in the list.

The dictionary icon indicates a language with dictionary support available. The dictionary is consulted to help in the OCR process. It can also offer suggestions during proofing.

User Dictionary—A user dictionary is your personal dictionary with words that you want the OCR proofreading process to recognize as legitimate words. For example, if you scan documents with highly technical terms not found in typical dictionaries, you can add them to your personal dictionary. You

can also add names that you expect to be in the documents too. That way, when the OCR process proofreads the text, names will not be considered misspelled words.You can create multiple user dictionaries.

Click the menu arrow and select a user dictionary from the list. Any Microsoft Word user dictionaries detected on your computer system are also listed. A dictionary named Custom is your default Word dictionary.

To create a user dictionary, click the button next to the menu arrow. Click **New**, type a name for the dictionary, and click **OK**. Click **Close** then choose your new dictionary from the list. It will be used during the OCR process. You add words to a dictionary during the proofreading process. To turn on the proofreading process for your scanned documents, see the OmniPage Pro documentation.

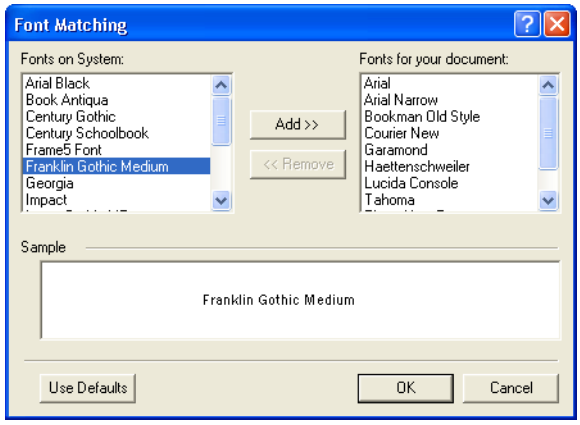
Professional Dictionaries—These are legal and medical dictionaries containing highly specialized words and phrases. The options are: Dutch Legal, Dutch Medical, English Legal, English Medical, French Legal, French Medical, German Legal, and German Medical. Click the checkbox next to a dictionary name to select it.

Reject Character—This is the character that the OCR process inserts for an unrecognizable text character. For example, if the OCR process cannot recognize the J in REJECT, and ~ is the reject character, the word would appear as RE~ECT in your document. The ~ is the default reject character.

Type the character you want to use in the Reject character box. Try to choose a character that will not appear in your documents.

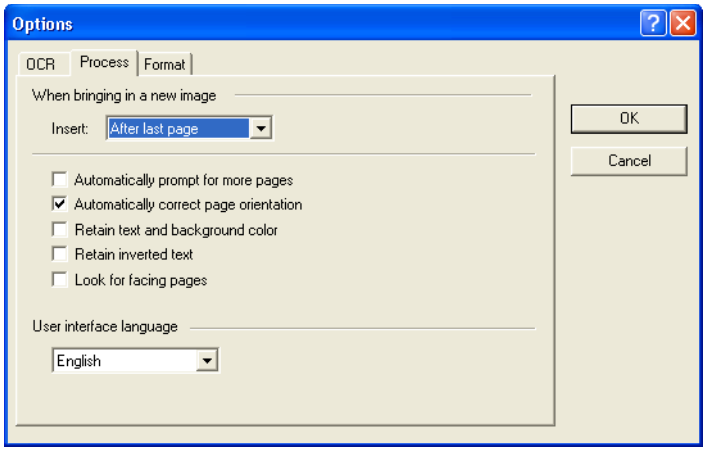
Font Matching—Your computer system usually has a number of fonts available for the OCR process to use to recognize text. However, not all of the fonts may be selected for the OCR process. Using Font Matching you can select the fonts on your computer that match the fonts in your documents.

Click the **Font Matching** button to see the Font Matching dialog box.



The list on the left are the fonts available on your computer system. The list on the right are the fonts that will be used by the OCR process to recognize the text in your documents. If possible, the list of **Fonts for your document** should include all the fonts in the documents you plan to scan. To add new fonts to that list, select a font in the **Fonts on System** list and click **Add**. Note that when you select a font, a sample appears in the text box so you can compare it with the fonts in your document to see if that's the right font. To remove a font, select it and click **Remove**. To return the lists to their defaults, click **Use Defaults**. Click **OK** when you're finished.

7. Click the **Process** tab and choose the options from the Process window.



When bringing in a new image—Click the menu arrow and select where you want new pages added to your current document. The choices are **After last page**, **After current page**, **Before current page**, and **Before first page**.

Automatically prompt for more pages—Select this option if the document is too big to fit into the scanner's paper guide.

Automatically correct page orientation—Select this option to have the OCR process check orientation and automatically rotate an improperly oriented page image by 90, 180 or 270 degrees prior to recognition. All pages are automatically straightened (de-skewed) if necessary.

Retain text and background color—If your document contains colored text or backgrounds, select this option to have them detected and displayed in the text editing application you have selected. The colored text and backgrounds will also be available for export. Deselect this option if you want color pictures in the document but do not want colored text and backgrounds. You can change the color of texts and backgrounds in the OmniPage Pro Text Editor.

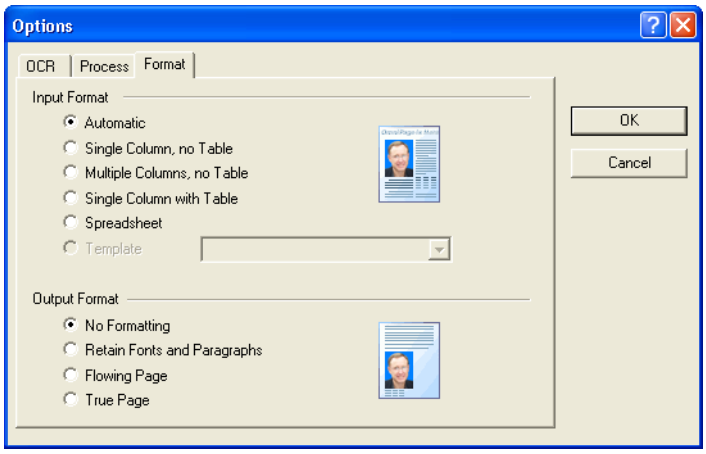
Retain inverted text—Inverted text is white or pale letters on a black or dark background. Select this option to retain inverted text, deselect it to have inverted text transformed to normal text of black text on a white background.

Look for facing pages—Select this option if you want to scan two facing pages of an open book in one step, and then to recognize and store them as two separate pages (as if they had come from two separate scannings).

User interface language—English is the interface language.

8. Click the **Format** tab and choose the options you want from the Format window.

   Note that as you select formats, the image changes to represent the selection so you can see, at a glance, what the layout will look like.



Automatic—Choose this option to let the OCR process determine the layout of the pages. It is the fastest type of format processing. Typically you select this option when the document has different or unknown types of layouts, pages with multiple columns and a table, or pages containing more than one table. The OCR process will then determine if text is in columns, an item is a graphic or text, and tables are present.

Single Column no Table—Choose this option if the document contains only one column of text and no tables. Business letters are normally in this form. You can also use this option for documents with words or numbers in columns if you do not want them placed in a table or decolumnized or treated as separate columns.

Multiple Columns, no Table—Choose this option if some document pages contain text in columns and you want it kept in separate columns, similar to the original layout. If table-like data is encountered, it is placed in columns, not in a gridded table.

Single Column with Table—Choose this option if your document contains only one column of text and a table. The table will be placed in a grid in the text editing application you have selected. You can later specify whether to export it in a grid or as tab-separated text columns.

Spreadsheet—Choose this option if the entire document consists of a table that you want to export to a spreadsheet program, or have treated as a table. No flowing text or graphics zones will be detected.

Template—If you created a zone template in OmniPage Pro, choose a zone template file to have its background value, zones and zone properties applied to all OCR scanned pages from now on.

No Formatting (NF)—The document will be plain text, decolumnized and left-aligned in a single font and font size. You can export plain text to nearly all file types and target applications, and graphics, tables and bullets can be retained. When exporting to Text or Unicode file types, graphics and tables are not supported.

Retain Fonts and Paragraphs (RFP)—This output format retains the font and paragraph styling, including graphics and tables without columnized text. This output format is available for nearly all file types.

Flowing Page (FP)—This format keeps the original layout of the pages, including columns. This is done wherever possible with column and indent settings, but not with text boxes or frames. Text will then flow from one column to the other, which does not happen when text boxes are present.

True Page (TP)—This output format keeps the original layout of the pages, including columns. This is done with text, picture and table boxes and frames. True page is offered only for target applications capable of handling the formatting. True Page formatting is the only choice for XML export and for all PDF export, except to the file type “PDF Edited”.

9. When you’re finished selecting the OCR options, click **OK** on the **Options** window.

   These options will now apply to the OCR processing when you select any scan button with a text format as the page format.

Scanning with sPDF or nPDF and Searching for Text

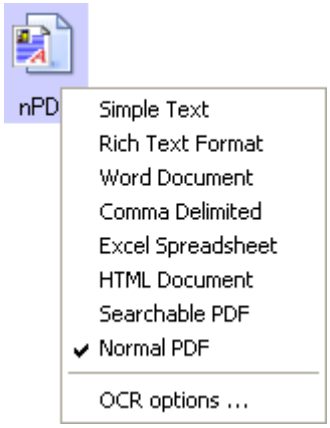
Searchable PDF (sPDF) and Normal PDF (nPDF) are special forms of an Adobe PDF file. sPDF converts scanned text into the PDF format with text search and OCR capabilities. nPDF has those same features, plus you can edit the text in an nPDF image if you have a PDF editing program.The two PDF formats can also produce images with different image quality, so you may want to experiment with them to determine which is better for your scanned documents. sPDF and nPDF are only available as page format options if you have installed OmniPage Pro on your computer.

NOTE: If you did not install the OmniPage Pro software as part of the scanner installation, you may have to restart your computer before the sPDF and nPDF formats are available in the One Touch software.

To scan with sPDF or nPDF:

1. Open the One Touch Properties window.
2. Using the arrows, choose a One Touch button to use for the sPDF or nPDF scanning.
3. Select a Destination Application that uses a text format as the page format.

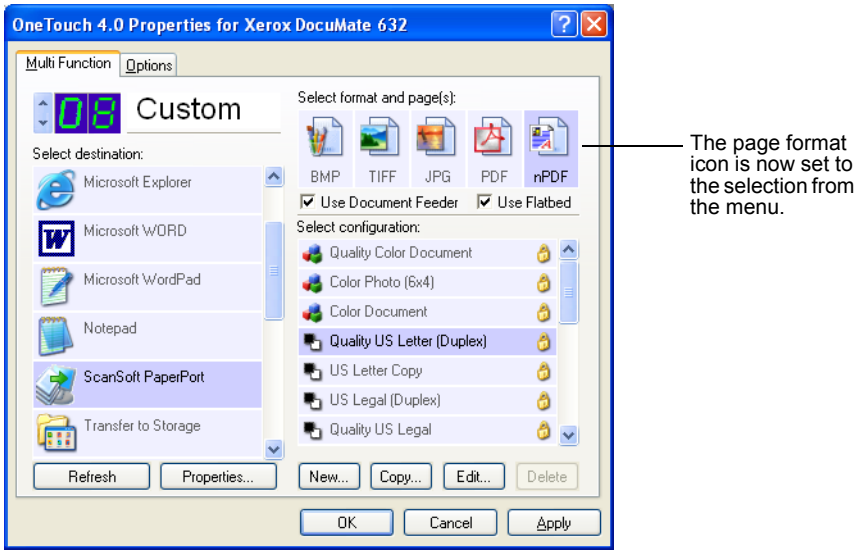
4. Right-click on the text format icon.



5. Choose the **Searchable PDF** or **Normal PDF** option for the page format.

NOTE: Not all Destination Applications have the sPDF and nPDF options. Microsoft Word, for example, does not have them as scanning options.

The settings for the button (button 8 in this example) now show your page format selection.



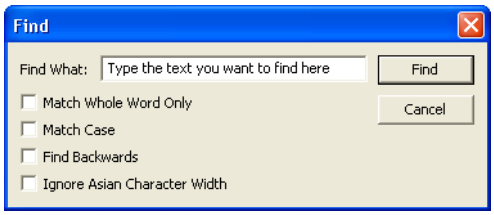
6. Choose a Scan Configuration.
7. Click **OK**.

   The One Touch Properties window closes.
8. Now scan with that button and the scanned document will be in the sPDF or nPDF format that was selected for the button.

NOTE: The Transfer to Storage selection for a Destination Application also has the sPDF and nPDF options. That means you can scan and store items directly to a server in these formats.

9. To search for the text, open Adobe Acrobat Reader or Adobe Acrobat.
10. From the Adobe Acrobat **File** menu choose **Open**, and open the file you just scanned.
11. From the Adobe Acrobat **Edit** menu choose **Find**.

    The Find dialog box opens.



12. Enter the text you want to find, and click the **Find** button.

    See the Adobe Acrobat user manual for more about finding text in a PDF file, or about editing PDF text.

Scan and Burn to a CD

If you have a CD burner attached to your computer, you can scan directly from your Xerox DocuMate 632 scanner onto a CD.

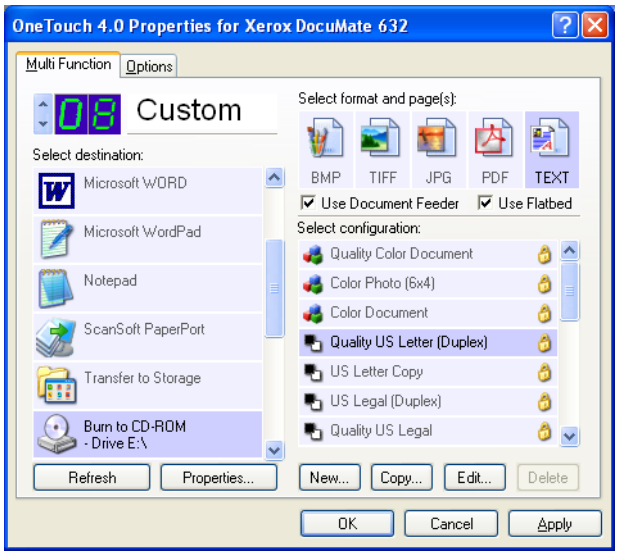
NOTE: This feature is available only on computers running Windows XP.

To scan and burn to a CD:

1. Put a blank CD into your computer's CD Drive.
2. Open the One Touch Properties window.
3. Using the arrows, choose a button to use for scanning and burning to a CD.

4. Select **Burn to CD** as the Destination Application.

   The Burn to CD Destination Application is only available if you have a CD burner attached to your computer, but you do not need to have a CD in the burner to select the destination.



5. Choose a Page Format and a Scan Configuration.
6. Click **OK**.

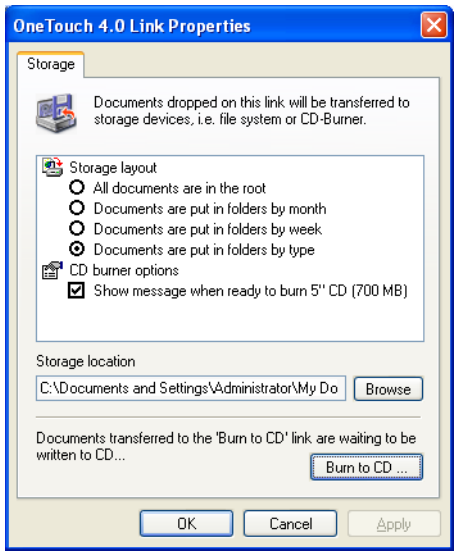
   The One Touch Properties window closes.

7. Now start scanning using the button you selected to use to scan and burn to a CD.

   When scanning is finished, a bubble message on the screen tells you that files are waiting to be burned to the CD.

8. Open the One Touch window and make sure that the **Burn to CD** Destination Application is still selected and click the **Properties** button.

   The One Touch 4.0 Link Properties window opens.


OneTouch 4.0 Link Properties
Storage
Documents dropped on this link will be transferred to storage devices, i.e. file system or CD-Burner.
Storage layout
All documents are in the root
Documents are put in folders by month
Documents are put in folders by week
Documents are put in folders by type
CD burner options
Show message when ready to burn 5" CD (700 MB)
Storage location
C:\Documents and Settings\Administrator\My Do
Browse
Documents transferred to the 'Burn to CD' link are waiting to be written to CD...
Burn to CD ...
OK
Cancel
Apply

9. Make sure a blank CD is in the CD burner.
10. Click the **Burn to CD** button.

    The CD burner begins and your scanned documents are written to the CD.

Scanning with Event Forwarding

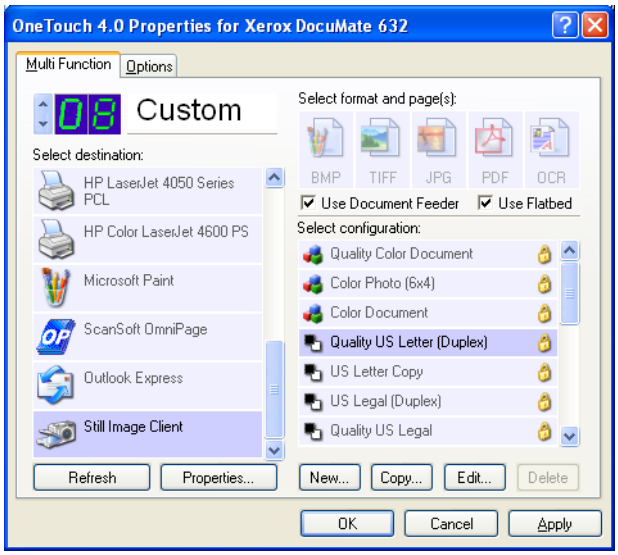
If you want to specify an application to use for scanning at the start of the process, you can use event forwarding. The scanner will feed in the first page, but will then stop until you select the application to use. After you select the application, its interface will open and you can use it to continue with the scanning.

To scan with event forwarding:

1. Open the One Touch Properties window.
2. Using the arrows, choose a button to use for the event forwarding.

3. Select **Still Image Client** as the Destination Application.

   Note that you cannot choose a page format for this option because the actual destination application is not selected until after the scanner feeds in the first page of your document.

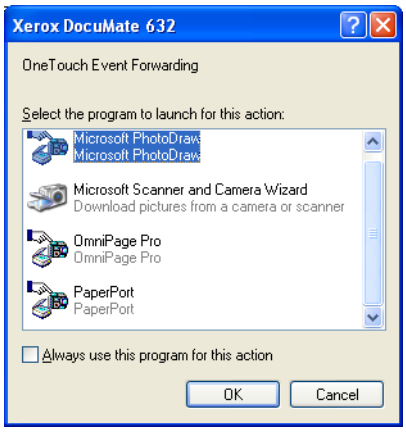


4. Choose a Scan Configuration.
5. Click **OK**.

   The One Touch Properties window closes.

6. Start scanning using the button you selected for event forwarding.

   A dialog box opens for you to select the application to use for scanning.



7. Select the application in the box and click **OK**.

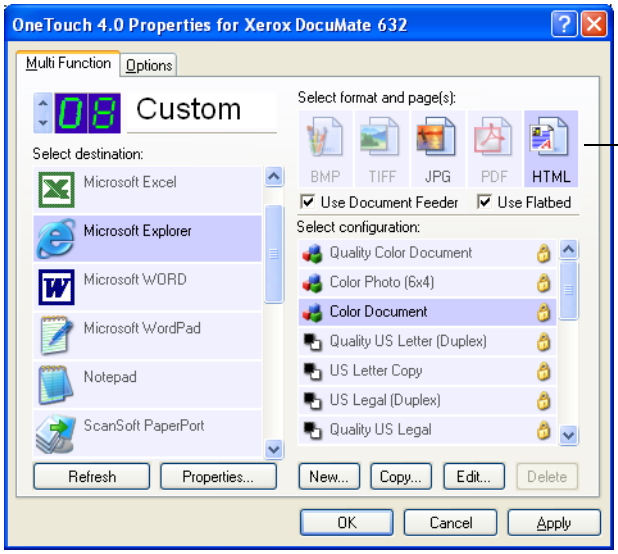
   Now the application you selected opens and you can continue the scanning from that application's TWAIN interface.

Creating an HTML Web Page from Your Scanned Documents

If you scan a document, whether a single page or multiple pages, you can have the pages converted directly to HTML formatted pages for posting directly to your web site. Those pages are then viewable by visitors to your web site without the need for any internet plug-ins or other special processing. This is, essentially, from your scanner to a web-ready format in one automatic step.

To scan and create an HTML web page:

1. Open the One Touch Properties window.
2. Using the arrows, choose Button 6, or any other button that has Microsoft Explorer as one of its Destination Applications.
3. Select **Microsoft Explorer** as the Destination Application.
4. Choose **HTML** as the Page Format.



5. Choose a Scan Configuration that has the settings for the image on the HTML page.

   For example, if you want the image to be in color on the HTML page, choose a color configuration.

6. Click **OK**.

   The One Touch Properties window closes.

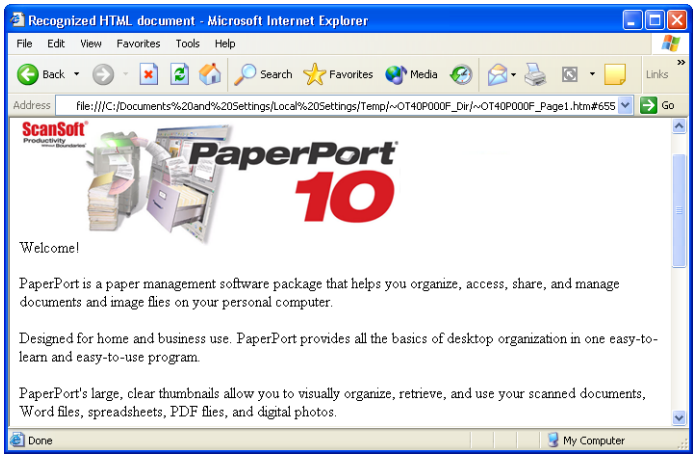
7. Insert the document into the Automatic Document Feeder, or put a page on the Flatbed glass.

8. Now on the One Touch Button Panel, click Button 6 (or if you used another button, click it).

   When scanning is finished, the document is first converted to editable text using the OCR process, then is converted into an HTML format. Microsoft Internet Explorer then opens showing your converted page.

NOTE: Depending on the complexity of the document, its conversion to the HTML format may take a few moments.

NOTE: If you have OmniPage Pro installed on your computer, you may see a thumbnail of the page. Click on the thumbnail to see the full page.


Recognized HTML document - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address
file:///C:/Documents%20and%20Settings/Local%20Settings/Temp/~OT40P000F_Dir/~OT40P000F_Page1.htm#655
Go
ScanSoft
PaperPort 10
Welcome!
PaperPort is a paper management software package that helps you organize, access, share, and manage documents and image files on your personal computer.
Designed for home and business use. PaperPort provides all the basics of desktop organization in one easy-to-learn and easy-to-use program.
PaperPort's large, clear thumbnails allow you to visually organize, retrieve, and use your scanned documents, Word files, spreadsheets, PDF files, and digital photos.
Done
My Computer

9. Choose **Save As** from the Internet Explorer **File** menu, give the page a name, and save it in the location you use for your web page files.

   You may also want to write down the address shown in the Address bar to make sure you'll know where to find your new HTML page later on.

10. You can now use Microsoft Internet Explorer or other application to post the document to your web page as you would any other HTML page.

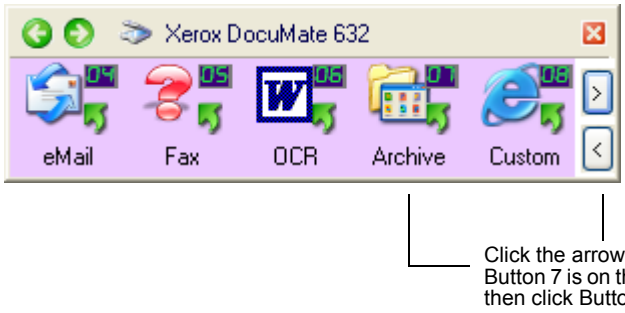
Transferring Scanned Documents to Storage

With the Transfer to Storage scanning process, you can scan documents and save them in a folder in one step. The process is ideal for archiving documents without having to manually save or process them in any other way. If you choose a text format for the file format, the documents are also automatically converted by the OCR process into editable text and numbers before being stored.

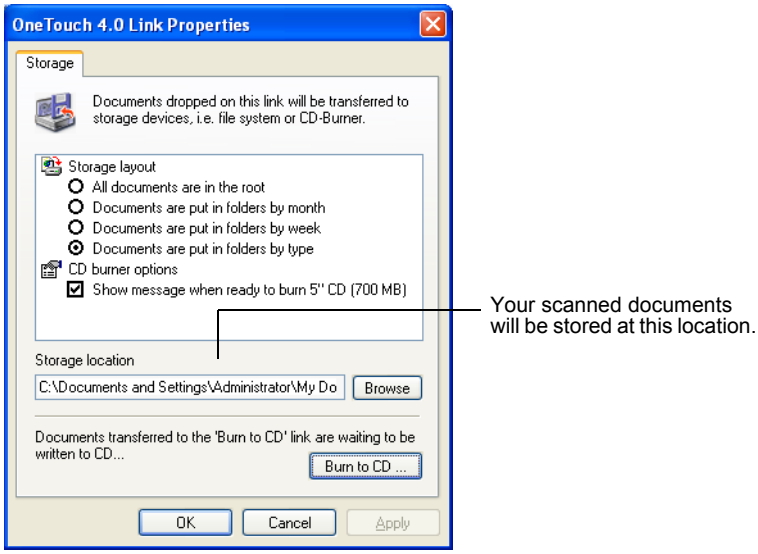
NOTE: One Touch Button 7 is preset as your Archive button. But you can also set up any other button to scan to Archive the text.

1. To scan using the buttons on the scanner, press the Destination Selector until the LED is at 7, then press the **Simplex** or **Duplex** button.

2. To scan from the One Touch Button Panel, click the One Touch icon in the Windows Notification Area, click the arrows to see Button 7, then click Button 7.



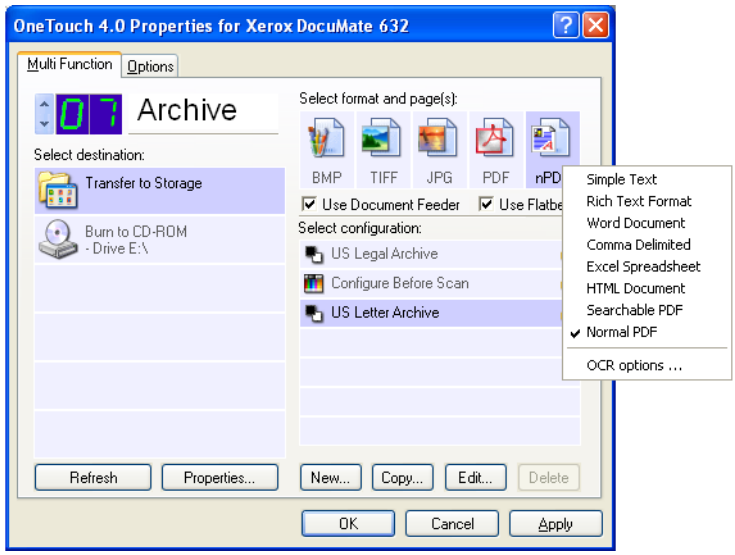
Your scanned pages are stored in the location that you specified on the One Touch 4.0 Link Properties window.


OneTouch 4.0 Link Properties
Storage
Documents dropped on this link will be transferred to storage devices, i.e. file system or CD-Burner.
Storage layout
All documents are in the root
Documents are put in folders by month
Documents are put in folders by week
Documents are put in folders by type
CD burner options
Show message when ready to burn 5" CD (700 MB)
Storage location
C:\Documents and Settings\Administrator\My Do
Browse
Documents transferred to the 'Burn to CD' link are waiting to be written to CD...
Burn to CD ...
OK
Cancel
Apply
Your scanned documents will be stored at this location.

To Use OCR Before Transferring to Storage

If the documents you want to transfer to storage are text documents or spreadsheets, you can have them converted by the OCR process prior to being stored.

1. Open the One Touch Properties window.
2. Using the arrows, choose Button 7, or any other button if it is set up with Transfer to Storage as one of its Destination Applications.
3. Choose a text format as the file format.
4. Right-click on the text format icon and choose the file format for the scanned documents.



5. Choose a Scan Configuration.
6. Click **OK**.

   The One Touch Properties window closes.
7. Now start scanning using Button 7 (or other button you set up for archiving).

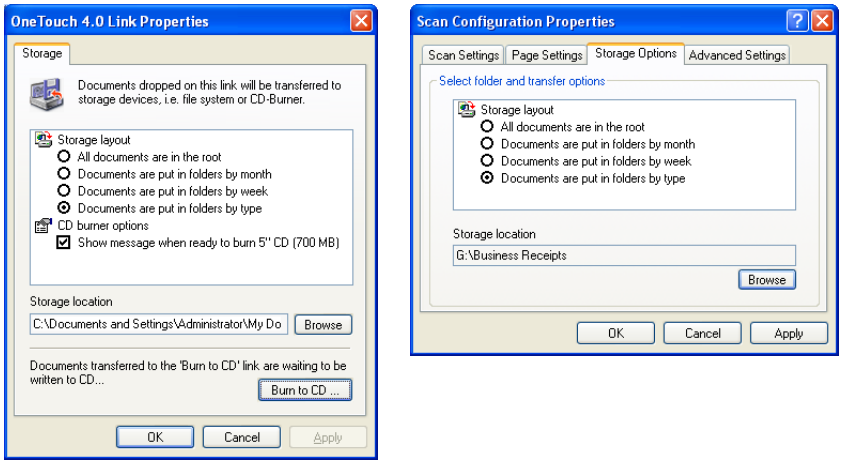
   When scanning is finished, the documents are saved in the text file format and in the location you specified.

To Transfer Documents to a Server or Mapped Drive

When selecting the storage location for scanned documents, you can select a local folder, or a folder on a server or mapped drive.You select a mapped drive using the **Browse** button.

1. See “Scanning to Multiple Folders” on page 58 or “Transferring Scanned Documents to Storage” on page 80 for the steps to select the Transfer to Storage options.

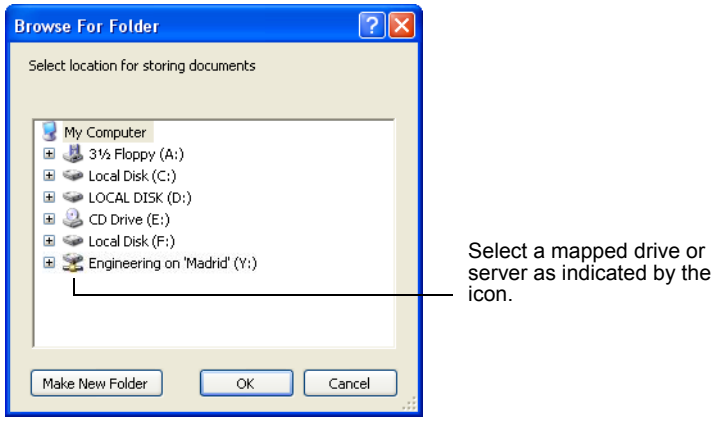
2. On either the One Touch 4.0 Link Properties window, or from the Scan Configuration Properties window, click the **Browse** button.


OneTouch 4.0 Link Properties
Storage
Documents dropped on this link will be transferred to storage devices, i.e. file system or CD-Burner.
Storage layout
All documents are in the root
Documents are put in folders by month
Documents are put in folders by week
Documents are put in folders by type
CD burner options
Show message when ready to burn 5" CD (700 MB)
Storage location
C:\Documents and Settings\Administrator\My Do
Browse
Documents transferred to the 'Burn to CD' link are waiting to be written to CD...
Burn to CD ...
OK
Cancel
Apply
Scan Configuration Properties
Scan Settings
Page Settings
Storage Options
Advanced Settings
Select folder and transfer options
Storage layout
All documents are in the root
Documents are put in folders by month
Documents are put in folders by week
Documents are put in folders by type
Storage location
G:\Business Receipts
Browse
OK
Cancel
Apply

The Browse For Folder window opens.

3. Select a storage location on the mapped drive or server for the scanned documents.

   Servers and mapped drives are represented by an icon that indicates its network connection.

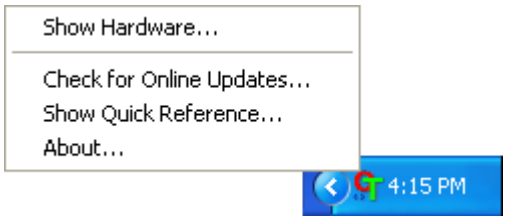


4. Click **OK**.

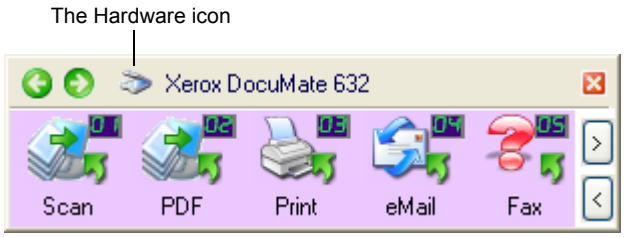
   Now when you scan using Transfer to Storage as the Destination Application, the documents are stored on the server or mapped drive.

Checking the Hardware and Setting the Lamp Power Saving

1. Right-click on the One Touch icon and choose **Show Hardware** from the pop-up menu.

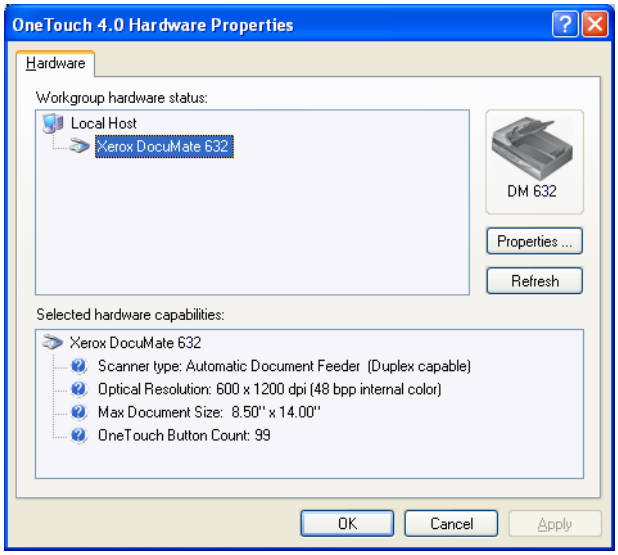


You can also click the scanner icon at the top of the One Touch Button Panel.

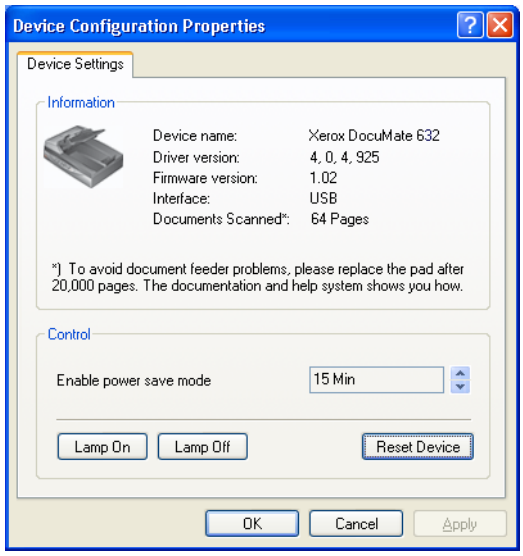


If the Hardware View of the panel is open you can also right-click on the DM632 icon.

The Hardware Properties dialog box opens and shows information about your Xerox DocuMate 632 scanner.



2. Click the **Properties** button.



Your scanner has a built-in power saving feature that is set to power down after 15 minutes of idle time. You can change the time before the scanner powers down, from 10 minutes to a maximum of 10 hours.

3. Click the arrows for the Lamp timeout setting and choose a time setting.

   To turn the lamp on and off manually without turning off power to the scanner, click the **Lamp On** or **Lamp Off** buttons.

   To return the scanner to its factory settings, click **Reset Device**.

4. Click **OK** to save the changes and close the dialog box.

Scanning from PaperPort

Instead of using the scanner buttons or the One Touch Button Panel to scan, you can scan from the TWAIN interface. The PaperPort application that you received with your scanner uses the TWAIN interface for scanning. This scanning method is particularly helpful when you're using PaperPort to file and save scanned items, or if you want to adjust scanning settings prior to scanning.

- **If your computer is running Windows XP or Me**—you can scan using the **TWAIN Interface**, the Microsoft **Windows Image Acquisition** (known as **WIA**) interface, or the **ISIS Interface**.
- **If your computer is running Windows 2000**—using **WIA** is not available.

A Note About Your Scanner and the TWAIN standard: TWAIN is a widely recognized standard that computers use to receive images from scanners, digital cameras, and other digital devices. This guide shows how to scan with the PaperPort TWAIN interface, but many other graphics and imaging applications also comply with the TWAIN standard, so you can use your scanner with those applications too. To use your scanner with other TWAIN software, please refer to their user guides.

NOTE: If the OneTouch configuration you are using to scan is set to **Configure Before Scan**, and the selected option is **TWAIN**, the TWAIN interface opens right away without opening PaperPort first.

Getting Help with the PaperPort Software

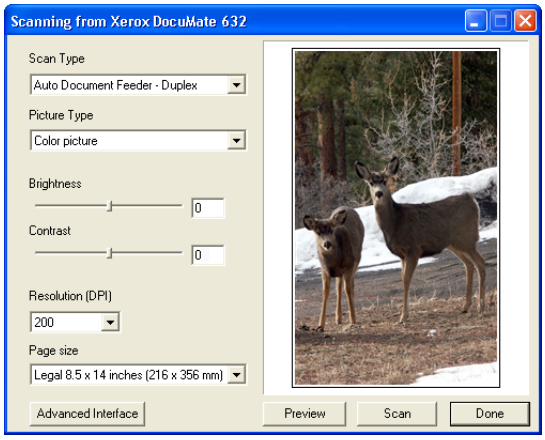
The PaperPort software includes a complete set of help topics that answer questions about each feature of the software. To open the Help Topics window, press the **F1** key or choose **PaperPort Help** from the **Help** menu.

You can also refer to the *PaperPort Getting Started Guide* and *PaperPort User's Guide* on the CD.

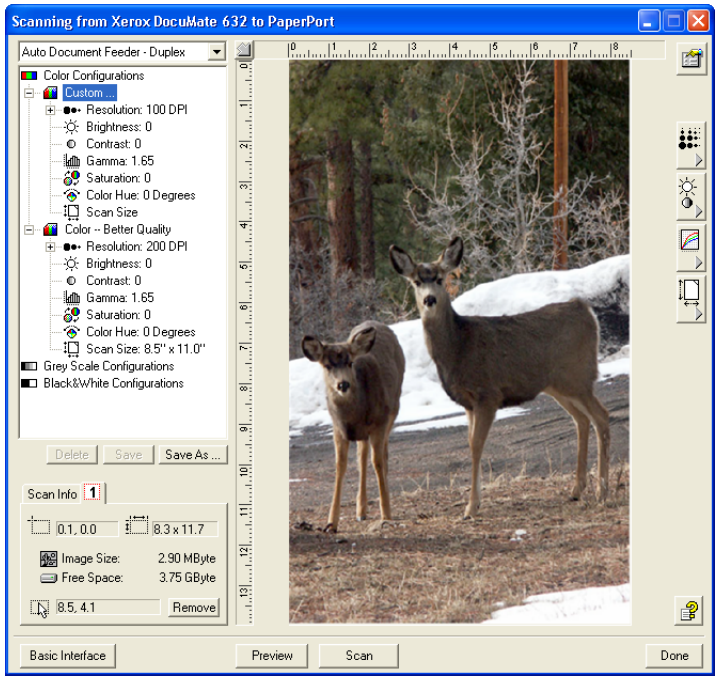
The Two TWAIN Interface Options

When scanning with TWAIN, you have two interface options:

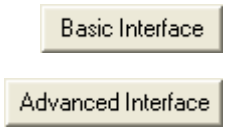
- **Basic Interface**—Use the Basic Interface if you don't need to make many adjustments to the image before scanning. You can adjust brightness, contrast, resolution, page size and picture type. You can also choose to scan from the ADF or Flatbed. See "Scanning from the TWAIN Basic Interface" on page 90.
- **Advanced Interface**—The Advanced Interface includes all the settings of the Basic Interface, plus a wide range of more advanced settings, such as color saturation, gamma, and hue. See "Scanning from the TWAIN Advanced Interface" on page 93.



The **Basic Interface** has the settings for scanning typical documents.



The **Advanced Interface** has all the scan settings of the Basic Interface, plus a range of additional settings for more advanced image adjustment.



To switch between the Basic and Advanced Interfaces, click the **Basic Interface** or **Advanced Interface** button.

NOTE: When scanning from a TWAIN application, the interface that opens is the one you used previously to scan.

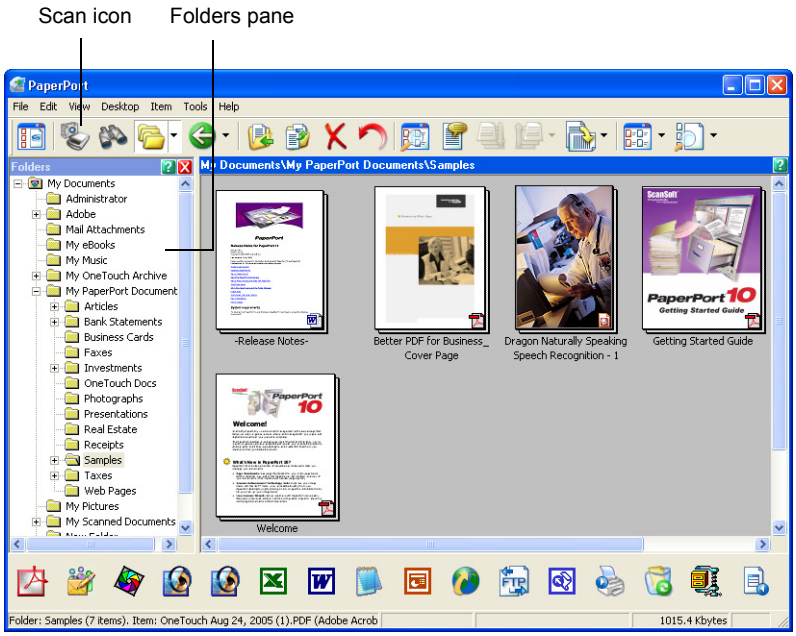
Scanning from the TWAIN Interface

The instructions in this section are for scanning with the TWAIN interface from the PaperPort application. If your computer is running Windows XP, you can also scan with the Windows Image Acquisition (WIA). See “Scanning with the Windows Image Acquisition” on page 110.

To scan an item from PaperPort using the TWAIN interface:

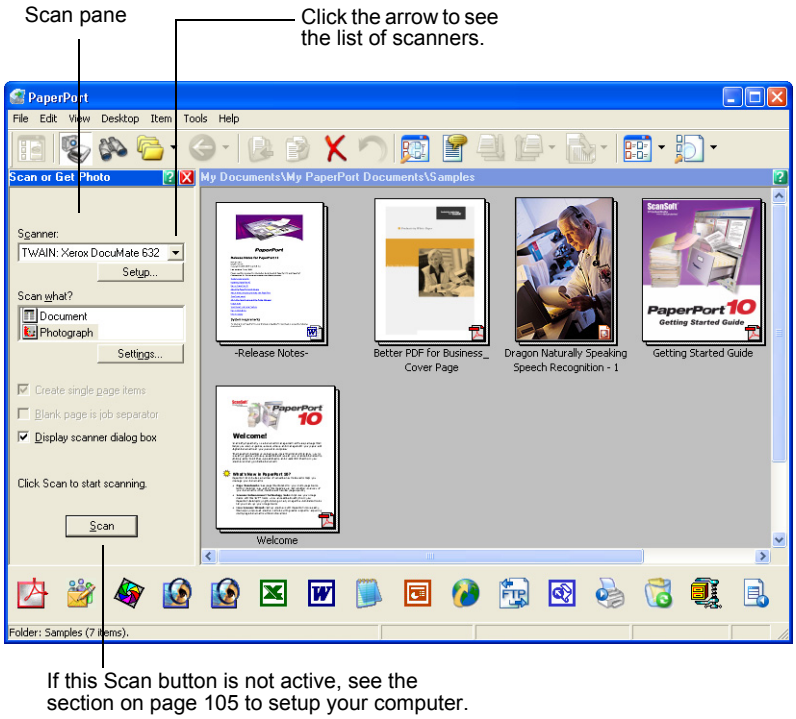
1. On the Windows taskbar, click **Start**, point to **Programs**, point to **ScanSoft PaperPort**, then click **PaperPort**.

   The PaperPort desktop opens.



2. Click the **Scan** icon on the PaperPort command bar.

The Folders pane (which shows folders for organizing your scanned images) is replaced by the Scan pane.



NOTE: If the Scan button at the bottom of panel is not available when you make a selection from the Scanner drop-down list, your computer needs to be setup to use the scanner. See the section, “Setting Up Your Scanner to Work with PaperPort” on page 105.

3. Click the Scanner drop-down arrow, and select **TWAIN: Xerox DocuMate 632** from the drop-down list.

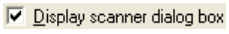
NOTE: Please wait a few moments for your selection from the drop-down list to become active. This delay only occurs the first time you select from the list while PaperPort initializes the scanner. Later on, selecting from the list happens right away.

4. In the “Scan what?” section, choose to scan a **Document** or **Photograph**.

   If you want to change the format of the scanned item’s file name or file type before you start scanning, click **Settings.** The default file type for documents is .pdf and the default for photographs is .jpg. See the *ScanSoft PaperPort User’s Guide* for more information about the PaperPort Settings.

5. When scanning documents, use the **Create single page items** check box as follows:
   - When the check box is selected, all pages in the Automatic Document Feeder are scanned, the TWAIN interface closes, and each page is placed on the PaperPort Desktop as an individual file.
   - When the check box is not selected, the scanned pages are not placed on the PaperPort Desktop until you indicate the scanning job is finished by clicking **Done** on the **PaperPort-Scan** window. Multiple pages are “stacked” on the PaperPort Desktop. Please see the *ScanSoft PaperPort User’s Guide* for more information about stacks.
6. The option **Blank page is job separator** is for when you load several separate scanning jobs into the Automatic Document Feeder at the same time. Insert a blank page between them and each job will become a separate stack on the PaperPort Desktop when scanning is finished.

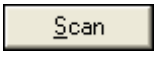
   Please see the *ScanSoft PaperPort User’s Guide* for more information about this option.



7. Select the option, **Display scanner dialog box**.

   When this option is selected, the PaperPort TWAIN interface will open when you click the **Scan** button (at the bottom of the Scan pane) so you can select new scan settings.

   If the option is not selected, you can scan directly from PaperPort without displaying the TWAIN interface first. Just insert a page to scan and click the **Scan** button. By default, the scanner scans the face-up side of the page only (a Simplex scan), using the scanner’s current settings. To change the default so the scanner scans both sides of the page, or to select other settings for scanning directly from PaperPort, see the *ScanSoft PaperPort User’s Guide*.



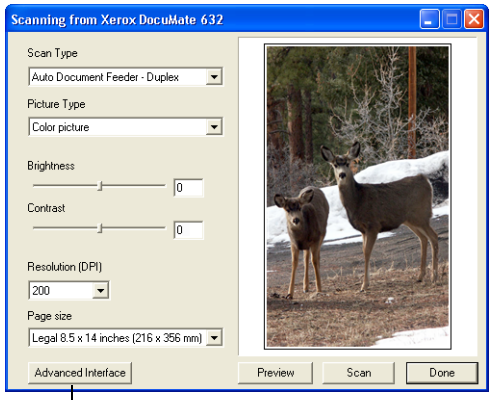
8. Click the **Scan** button on the Scan pane.

   The TWAIN Basic Interface or the Advanced Interface opens.

Reminder: The interface that opens is the one you previously used to scan.

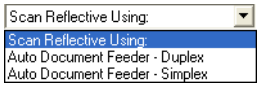
Scanning from the TWAIN Basic Interface

The Basic Interface can scan a preview of the image so you can adjust its appearance before scanning the final image. After adjusting the appearance, you click the **Scan** button on the Basic Interface (not on the scanner) to scan the item.



Click the Advanced Interface button if you would rather scan with the Advanced Interface.

To scan from the Basic Interface:



1. From the **Scan Type** menu, choose the option to scan:
   - **Auto Document Feeder-Duplex**—Scans two-sided documents from the Automatic Document Feeder.
   - **Auto Document Feeder-Simplex**—Scans one-sided documents from the Automatic Document Feeder.
   - **Scan Reflective Using**—Scans the document on the Flatbed.
2. Choose the color, grayscale, or black and white option from the **Picture Type** menu.

NOTE: If you want to preview the document before scanning from the ADF, make sure only one page is loaded into the scanner.

3. Click the **Preview** button.

   The scanner scans the item and displays a preview image. You can now use the options on the Basic Interface to adjust the image.

NOTE: If you want to preview a stack of pages, use one of the pages as a test page and load it into the scanner. Click the **Preview** button and adjust the scanner settings. Then replace the page on the stack at its original position and load the stack into the scanner. Then just click the **Scan** button.

4. Adjust the **Brightness**, **Contrast**, and **Resolution** until the picture is what you want. You can also change the picture type again, for example, from color to grayscale.
5. When you are satisfied with the preview image, remember to place the document into the ADF again if you're scanning a stack of pages. Click **Scan**.
6. When you're finished scanning items, click **Done** to close the Basic Interface.

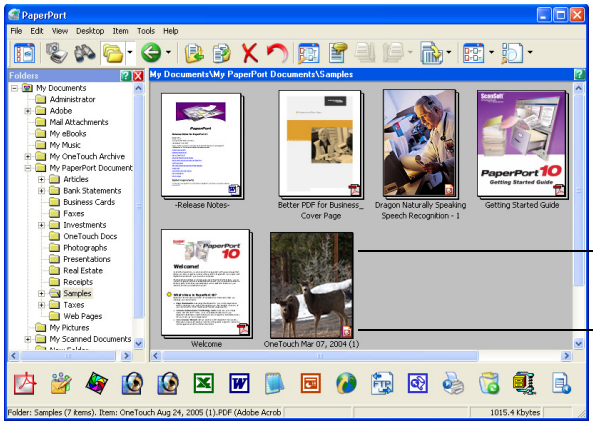
If the **Create single page items** check box is selected on the PaperPort desktop, the item appears as a thumbnail on the desktop.

If the **Create single page items** check box is not selected, thumbnails do not appear until you indicate the scanning job is finished.

See "The Create Single Page Items Check Box" on page 92.

7. On the PaperPort Scan message box, click **Done.**

When scanning is complete, thumbnail images appear on the PaperPort Desktop.



A thumbnail image of the scanned item appears on the PaperPort desktop

The small icon represents the file format, in this case the PaperPort format

On the PaperPort desktop

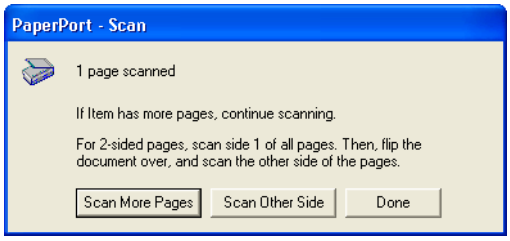
Unless you changed it with the Settings option, the name of the scanned image is the day, date, and number of scanned items that day. For example, the second item scanned on a day is followed by a (2), the third by a (3) and so on. To change a name, click it to select its text and type a new name.

The thumbnail images of a stack of documents has “go to page arrows” at their top right corners so you can click to flip through the pages in the stack. The page counter underneath the thumbnail name shows which page you’re viewing.

The small icon at the bottom right corner of the thumbnail image indicates the file format of the scanned item.

The Create Single Page Items Check Box

The **Create single page items** check box (on the PaperPort Desktop Scan Pane) provides the option to add additional items to a scanning job. When the check box is selected, all pages in the Automatic Document Feeder are scanned, the TWAIN interface closes, and each page is placed on the PaperPort Desktop as an individual file. If the check box is not selected (this is the default), this message box opens when you close the TWAIN Interface. When the check box is not selected, all pages are scanned and placed in a stack on the PaperPort desktop. Note that some file types, such as JPEG, cannot be stacked. In that case pages are placed on the PaperPort desktop as single pages.


PaperPort - Scan
1 page scanned
If Item has more pages, continue scanning.
For 2-sided pages, scan side 1 of all pages. Then, flip the document over, and scan the other side of the pages.
Scan More Pages
Scan Other Side
Done

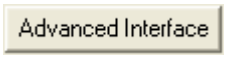
- Click **Scan More Pages** to scan additional pages and add them to the stack of items placed on the PaperPort desktop.
- Click **Scan Other Side** to reload and scan the other side of the page you just scanned. This option is only available once.
- Click **Done** if you are finished scanning. The scanned items are placed on the PaperPort desktop.

To learn more about the PaperPort scan settings, or about the PaperPort software in general, please see the *ScanSoft PaperPort User’s Guide* on the **Disc 1** Installation CD.

Scanning from the TWAIN Advanced Interface

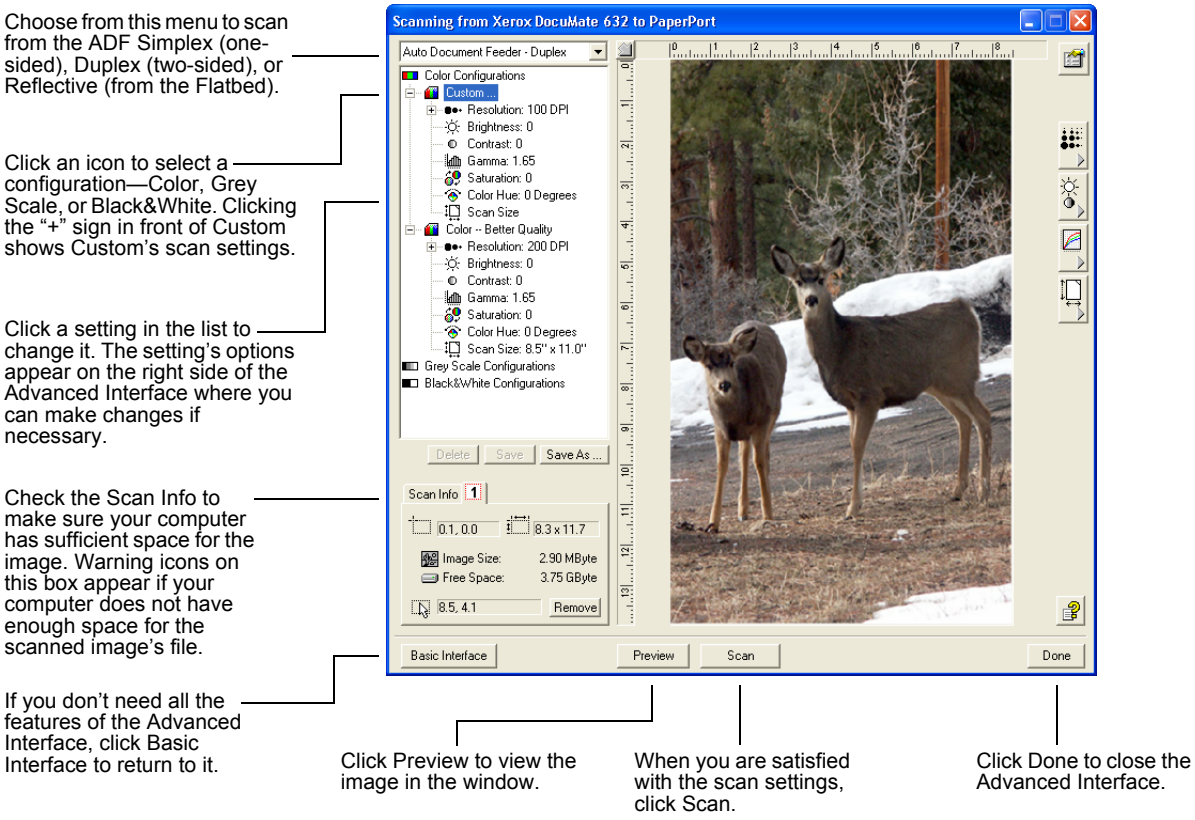
The Advanced Interface has a wide range of image adjustments for scanning.

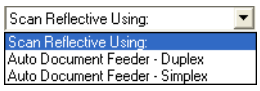
1. Open the TWAIN Interface as described in the section “Scanning from the TWAIN Interface” on page 87.



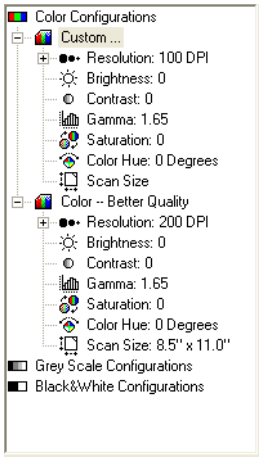
2. If the Basic Interface opens, click the **Advanced Interface** button.

   The Advanced Interface opens.


Choose from this menu to scan from the ADF Simplex (one-sided), Duplex (two-sided), or Reflective (from the Flatbed).
Click an icon to select a configuration—Color, Grey Scale, or Black&White. Clicking the “+” sign in front of Custom shows Custom’s scan settings.
Click a setting in the list to change it. The setting’s options appear on the right side of the Advanced Interface where you can make changes if necessary.
Check the Scan Info to make sure your computer has sufficient space for the image. Warning icons on this box appear if your computer does not have enough space for the scanned image’s file.
If you don’t need all the features of the Advanced Interface, click Basic Interface to return to it.
Scanning from Xerox DocuMate 632 to PaperPort
Auto Document Feeder - Duplex
Color Configurations
Custom ...
Resolution: 100 DPI
Brightness: 0
Contrast: 0
Gamma: 1.65
Saturation: 0
Color Hue: 0 Degrees
Scan Size
Color -- Better Quality
Resolution: 200 DPI
Brightness: 0
Contrast: 0
Gamma: 1.65
Saturation: 0
Color Hue: 0 Degrees
Scan Size: 8.5" x 11.0"
Grey Scale Configurations
Black&White Configurations
Delete
Save
Save As ...
Scan Info
0.1, 0.0
8.3 x 11.7
Image Size:
2.90 MByte
Free Space:
3.75 GByte
8.5, 4.1
Remove
Basic Interface
Preview
Scan
Done
Click Preview to view the image in the window.
When you are satisfied with the scan settings, click Scan.
Click Done to close the Advanced Interface.



3. From the **Scan Type** menu, choose the option to scan:
   - **Auto Document Feeder-Duplex**—Scans two-sided documents from the Automatic Document Feeder.
   - **Auto Document Feeder-Simplex**—Scans one-sided documents from the Automatic Document Feeder.
   - **Scan Reflective Using**—Scans the document on the Flatbed.



4. Click one of the icons to select a configuration.

   For example, select **Color Configurations** and then select **Custom** to scan a color item with the preset Custom scan settings.

   The configuration settings appear as a list. Click the + (plus) sign to see the full list. Click the - (minus) sign to collapse the list.

   - **Color** scans the image in full color. Use this setting to scan color photographs and other color images. The file size is the largest of the image type options.
   - **Grey Scale** scans the image using up to 256 true shades of gray. Use this setting to scan black and white photographs and other higher quality black and white images. You can also scan a color photo with this setting to turn its colors into gray shades. The file size is about one third the size of a color scan.
   - **Black&White** is for letters, memos, pen and ink drawings, and other black and white material. This setting produces the smallest file size for scanned items.

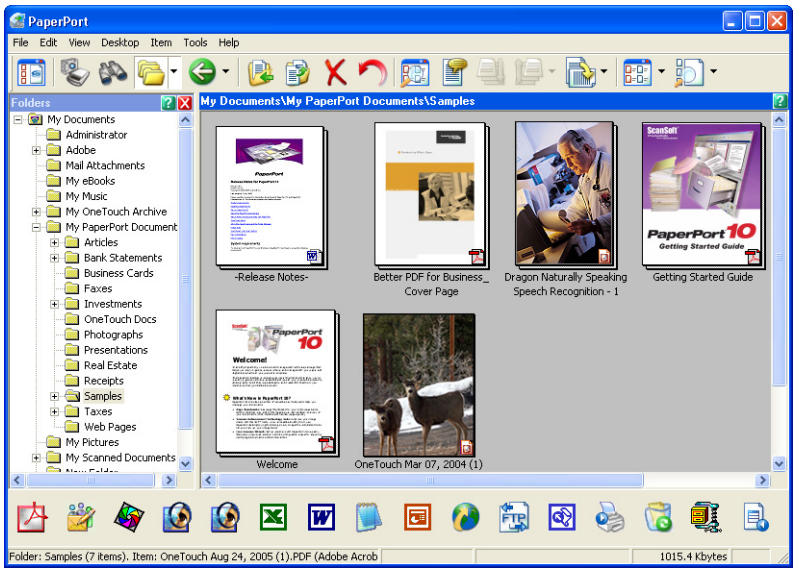
5. Click the **Preview** button to preview the image before scanning.
6. Review the image to determine if adjustments are needed.
7. To adjust a setting, click the setting in the list on the left below the selected configuration.

   A panel opens on the right side of the Advanced Interface for the selected setting. Select new options on that panel. See “Adjusting the Image with the Advanced Interface” on page 96 for details about changing scan settings.

8. (optional) To preview the image again, put the document back into the scanner Automatic Document Feeder if you’re scanning from it, and click the **Preview** button again. Readjust the settings if necessary.
9. When you’re satisfied with the image, load all the documents into the ADF Input Tray and click the **Scan** button.

10. When you're finished scanning items, click **Done** to close the Advanced Interface.

    A scan progress window opens. To Cancel scanning while it is in progress, click the **Cancel** button on the progress window.



11. If the **Create single page items** check box is selected on the PaperPort desktop, each page appears as a thumbnail on the desktop.

    If the **Create single page items** check box is not selected, thumbnails do not appear until you indicate the scanning job is finished. If you're scanning multiple pages, they appear as a PaperPort stack.

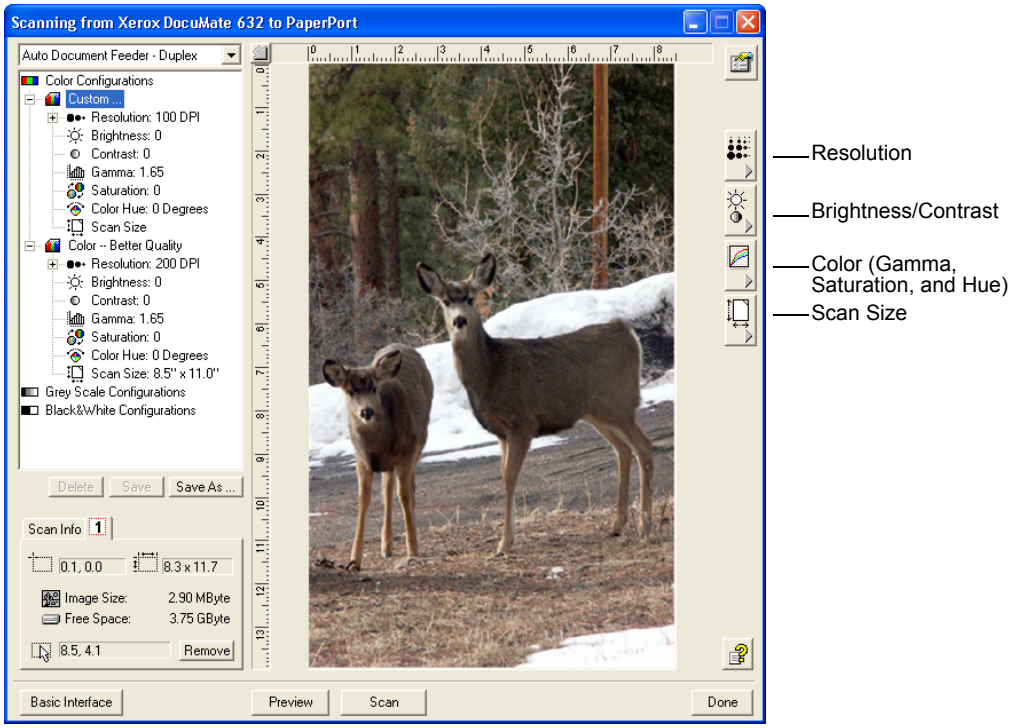
    See "The Create Single Page Items Check Box" on page 92.

Adjusting the Image with the Advanced Interface

You can adjust the scan settings on the Advanced Interface to produce the best possible image for the documents you're scanning.

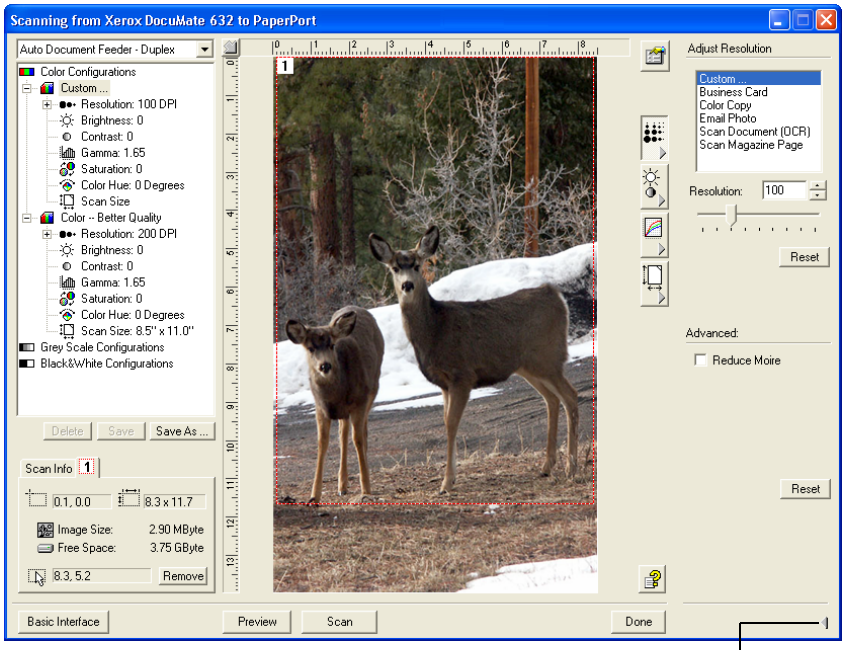
To adjust a setting:

1. On the left side of the Advanced Interface, select a configuration, for example, **Color Configurations**.
2. Click a setting in the list of settings, or click its corresponding button on the right side of the Advanced Interface.



NOTE: The list of scan settings for a configuration applies only to that type of configuration. For example, the Black&White Configuration does not have a setting for adjusting the Color Hue.

The following figure shows an example of the Advanced Interface if you click the **Resolution** setting in the list, or click the **Resolution** button.

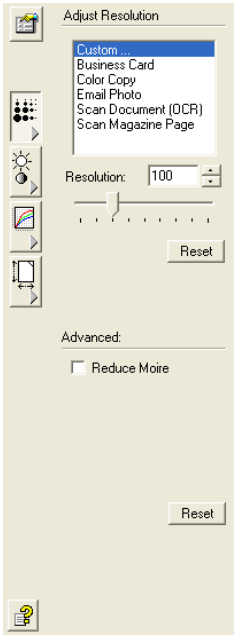


NOTE: The information in the scan settings list and the options you select on the various settings panels are interactive. As you change the settings on the panel, the numbers in the list on the left also change.

Adjusting the Resolution

Resolution determines the amount of detail you can see in the scanned image. The resolution setting for a scan is in dots-per-inch (dpi). The higher the resolution, the finer the details. However, higher dpi settings also take longer to scan and produce larger files sizes. Usually the higher resolution settings are used for precision work, such as photographs or fine artwork.

The following figure shows the resolution options.



NOTE: The location of various buttons on the panels may be slightly different on your Advanced Interface window. The appearance of the window depends on your computer monitor's screen resolution.

To adjust the resolution:

1. To use one of the preset resolutions for typical scanned items, click one of the options in the list.

   For example, to set the resolution for scanning a business card, select Business Card. That setting is preset to read small print on a typical business card.

2. To set the resolution manually, drag the **Resolution** slider to the left to decrease the resolution or to the right to increase it.

   You can also type a number directly into the resolution setting box, or click the up and down arrows to increase or decrease the setting. The resolution settings on your DocuMate 632 scanner range from 50 dpi to 600 dpi.

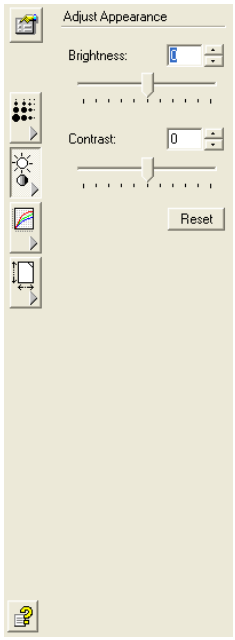
3. Click **Reset** to return the resolution to its original setting.

The resolution panel also includes an advanced setting for Moire patterns. Moire patterns are wavy, rippled lines that sometimes appear on the scanned images of photographs or illustrations, particularly newspaper and magazine illustrations. To scan the image and limit or eliminate moire patterns, select the **Reduce Moire** option. This option is only available from 50 to 300 dpi.

Adjusting the Brightness and Contrast

Sometimes an item is scanned with the brightness and contrast set to be too light or too dark. For example, a note written with a light pencil may need to be scanned darker to improve legibility.

The following figure shows the brightness and contrast options. Contrast is only available for Color and Gray Scale configurations.



To adjust the brightness and contrast:

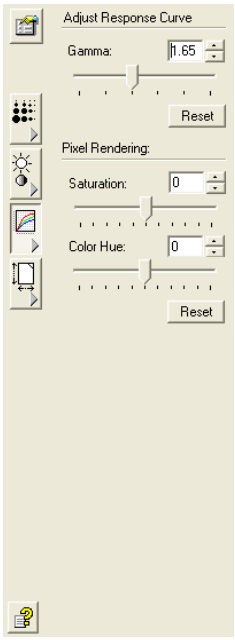
1. Drag the **Brightness** slider to the left to make the item darker or to the right to make the item lighter.
2. Drag the **Contrast** slider to the left to decrease the contrast or to the right to increase the contrast.

   You can also type a number directly into the brightness or contrast setting boxes, or click the up and down arrows next to the box to increase or decrease the setting.
3. Click **Reset** to return the settings to their original numbers

Adjusting Gamma, Saturation, and Color Hue

If you're using the Color Configuration to scan, you can adjust a group of color settings. Gamma controls the brightness of the color midtones. Saturation is the strength or purity of a color and hue is the color your eyes see as reflected from the image.

The following figure shows the color options.



To adjust the color settings:

1. Drag the **Gamma**, **Saturation**, and **Color Hue** sliders to the left to decrease the settings or to the right to increase the settings.

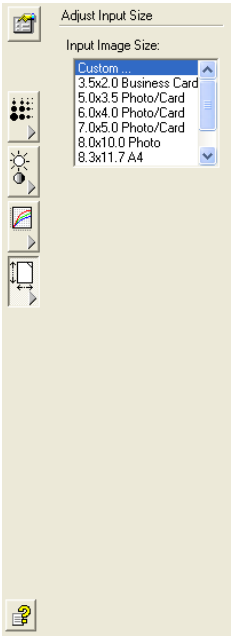
   You can also type a number directly into the setting boxes, or click the up and down arrows next to the boxes.

2. Click **Reset** to return the settings to their original numbers.

Adjusting Input Size

You can scan documents up to 8.5" x 14", but you can select other scan sizes, or adjust the input size to scan only specific sections of an image. For example, if you're scanning a photograph and want to focus on one section, adjusting the input size removes the rest of the photograph from the final scanned image.

The following figure shows the input size options.

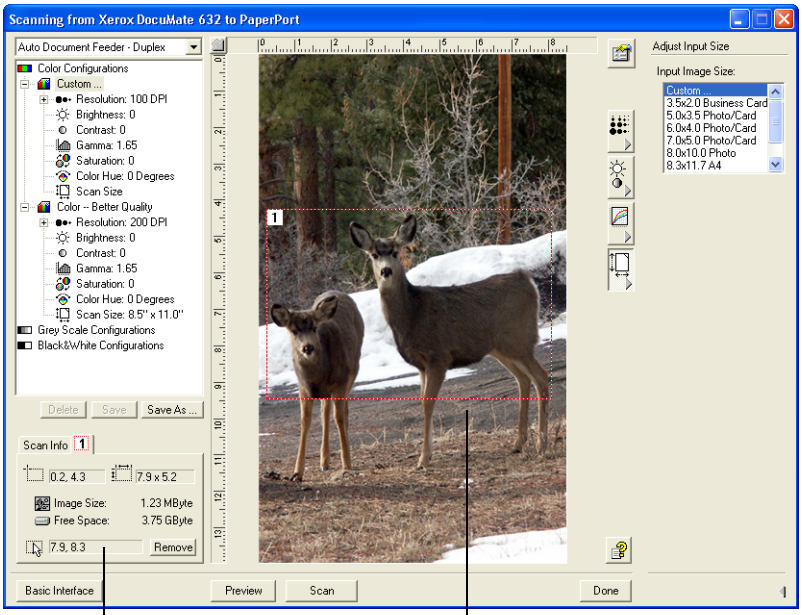


To set the image size:

1. Select the image size from the menu.

   The dotted outline shows the selected area in the image.

   The following figure shows an example of a manually selected area.



The Scan Info box shows the size and position of the area.

The selected scan area.

This is the image that appears on the PaperPort desktop when scanning is finished.

You can now move or resize the outline to select the specific area you want to scan.

2. To move the dotted outline, put the pointer in the selected area and drag the mouse.
3. To resize the selected area, put the pointer on a dotted line and drag it.

   Note that as you drag a dotted line, the menu selection for the image size changes to **Custom** to indicate you are customizing the size.

   The Scan Info box on the lower left portion of the Advanced Interface shows the information for the new area.
4. If the dotted line is not exactly where you want it, put the pointer on the line and drag the mouse.
5. If you want to remove the selected area and start over, click **Remove** on the Scan Info box.

NOTE: Clicking **Remove** causes the entire 8.5" x 14" area to be selected.

The ruler units

The ruler around the edges of the image help you precisely position a custom sized image. You can change the ruler units to suit the type of measurements you want.

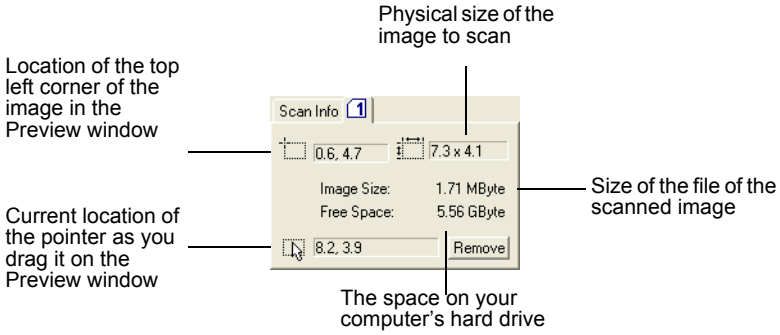
To set the ruler units:

1. Click the **Ruler Units** button.

   The ruler units across the top and down the side of the window cycle through centimeters, inches, and pixels.

The Scan Info Box

The following figure shows the information on the Scan Info box:


Physical size of the image to scan
Location of the top left corner of the image in the Preview window
Scan Info
0.6, 4.7
7.3 x 4.1
Image Size:
1.71 MByte
Free Space:
5.56 GByte
Size of the file of the scanned image
Current location of the pointer as you drag it on the Preview window
8.2, 3.9
Remove
The space on your computer's hard drive

Creating a New Advanced Interface Profile

You cannot change the settings of the preset profiles in the Advanced Interface. However you can create new profiles and save them for future use.

To create a new profile:

1. On the Advanced Interface, select one of the preset profiles, for example, Black&White Configurations/Custom.
2. Adjust the settings as required and then click the **Save As** button.

   The Save Profile dialog box opens.

3. Type a name for the new profile and click **OK**. The name must be at least two characters long.

   Your new profile is added to the configuration list.

To change or delete a profile you created:

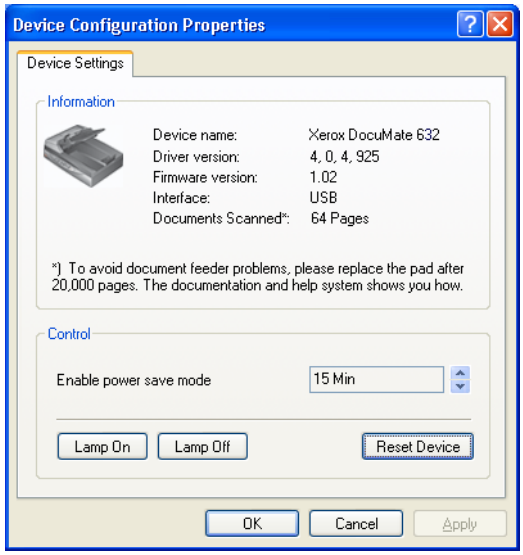
1. Select your profile from the configuration list.
2. Make changes to the profile as needed, and then click **Save**.
3. If you want to delete the selected profile, click **Delete**.

Display the Device Configuration

1. Click the **Device Configuration** button.

   The Device configuration window opens and shows the information about your scanner.

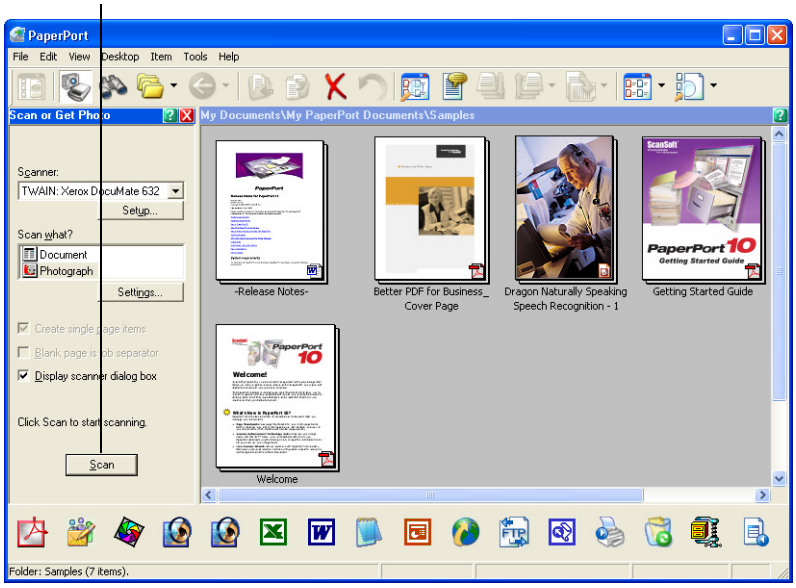
   See the section “Checking the Hardware and Setting the Lamp Power Saving” on page 83 for more information about the device settings.



Setting Up Your Scanner to Work with PaperPort

When you selected a scanning option from the Scanner drop-down list, such as **TWAIN: Xerox DocuMate 632, WIA: Xerox DocuMate 632,** or **ISIS: Xerox DocuMate 632** the **Scan** button at the bottom of the panel should become active. If it doesn't, you need to set up your scanner to work with the selected option.

If this Scan button is not active,
you need to set up your scanner.

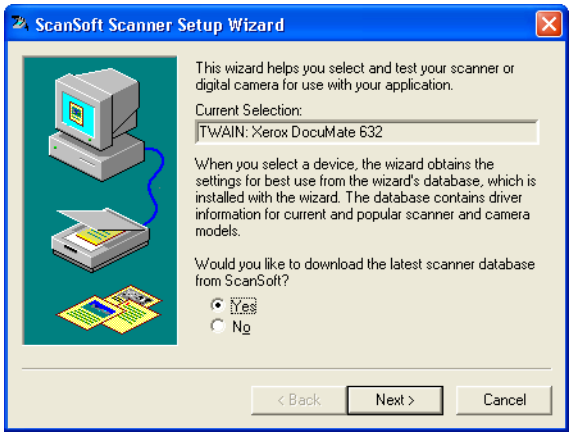


NOTE: Setting up your scanner is a one-time-only process for each option from the Scanner drop-down list. Therefore, you may have to set up your scanner once each for **TWAIN: Xerox DocuMate 632**, **WIA: Xerox DocuMate 632**, and **ISIS: Xerox DocuMate 632**. The setup process, described below, is the same for each option. You will not have to set up the scanner again for an option unless you uninstall the scanner and PaperPort software, then re-install them.

To set up your scanner:

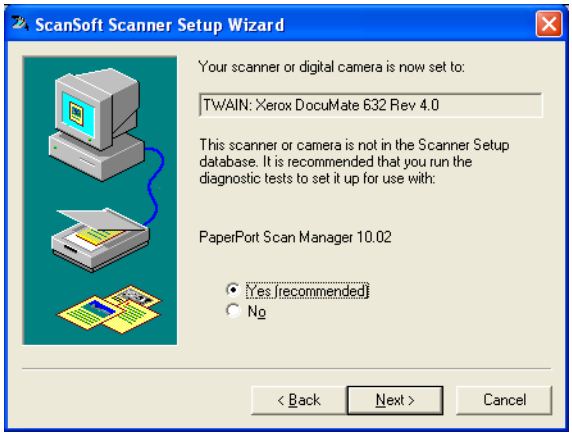
1. From the Scanner drop-down list, select one of the options, such as **Twain: Xerox DocuMate 632**.
2. Click the **Setup** button.

   A window opens to begin the setup process.


ScanSoft Scanner Setup Wizard
This wizard helps you select and test your scanner or digital camera for use with your application.
Current Selection:
TWAIN: Xerox DocuMate 632
When you select a device, the wizard obtains the settings for best use from the wizard's database, which is installed with the wizard. The database contains driver information for current and popular scanner and camera models.
Would you like to download the latest scanner database from ScanSoft?
Yes
No
< Back
Next >
Cancel

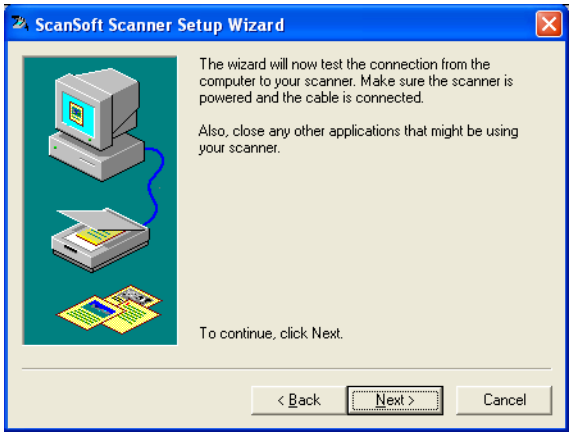
3. Click **Yes** then click **Next**.

   The next window offers you the option to run hardware diagnostics.


ScanSoft Scanner Setup Wizard
Your scanner or digital camera is now set to:
TWAIN: Xerox DocuMate 632 Rev 4.0
This scanner or camera is not in the Scanner Setup database. It is recommended that you run the diagnostic tests to set it up for use with:
PaperPort Scan Manager 10.02
Yes (recommended)
No
< Back
Next >
Cancel

4. Click **Yes (recommended)** then click **Next**.

The next window is for checking the connection between your scanner and the computer.

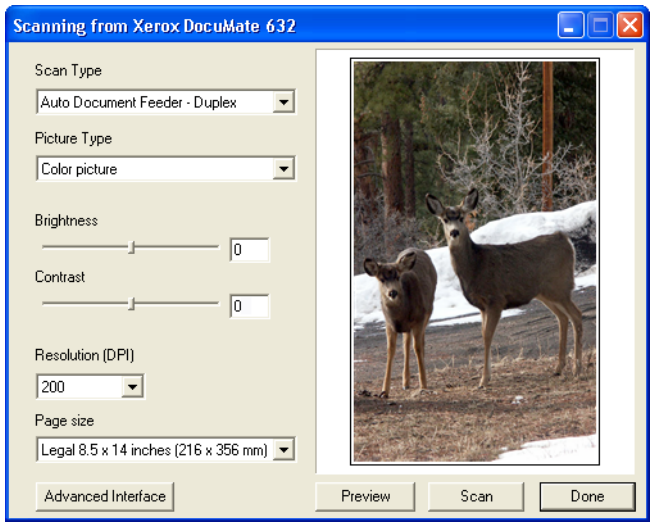

ScanSoft Scanner Setup Wizard
The wizard will now test the connection from the computer to your scanner. Make sure the scanner is powered and the cable is connected.
Also, close any other applications that might be using your scanner.
To continue, click Next.
< Back
Next >
Cancel

5. Click **Next**.

   After the Setup Wizard checks the connections, the next window is displayed. It has a series of setup options, but only the Basic scan test is necessary because your scanner was already tested and calibrated when you installed the One Touch 4.0 software

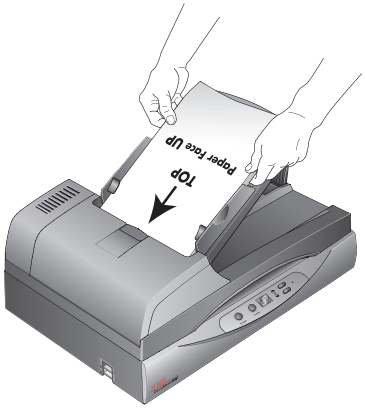
6. Click **Next**.

The TWAIN Basic Interface opens.



NOTE: If you are setting up the scanner for the WIA or ISIS scanning options, the WIA or ISIS interface opens instead.

7. Insert a page into the scanner, face up, and the **Scan** button on the Basic Interface will become active.



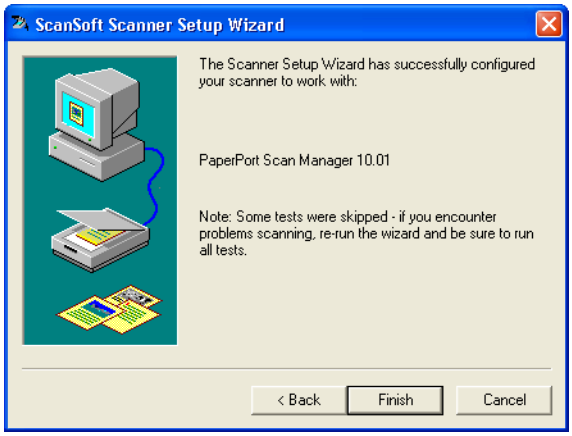
8. Click the **Scan** button on the Basic interface.

   The Setup Wizard runs the scan test.

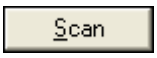
   A message window opens that says “Basic scan test passed.”

9. Click **Next** on the message window.

The final Setup window opens to let you know the setup process is finished.


ScanSoft Scanner Setup Wizard
The Scanner Setup Wizard has successfully configured your scanner to work with:
PaperPort Scan Manager 10.01
Note: Some tests were skipped - if you encounter problems scanning, re-run the wizard and be sure to run all tests.
< Back
Finish
Cancel

10. Click **Finish**.



Your scanner is now setup for the scanning option you selected (in the example above, it's the TWAIN option) and the **Scan** button on the PaperPort window will now become active.

Scanning with the Windows Image Acquisition

Microsoft Windows includes its own set of options for acquiring images from scanners, digital cameras, and other digital devices. Windows Image Acquisition (WIA) options as described below.

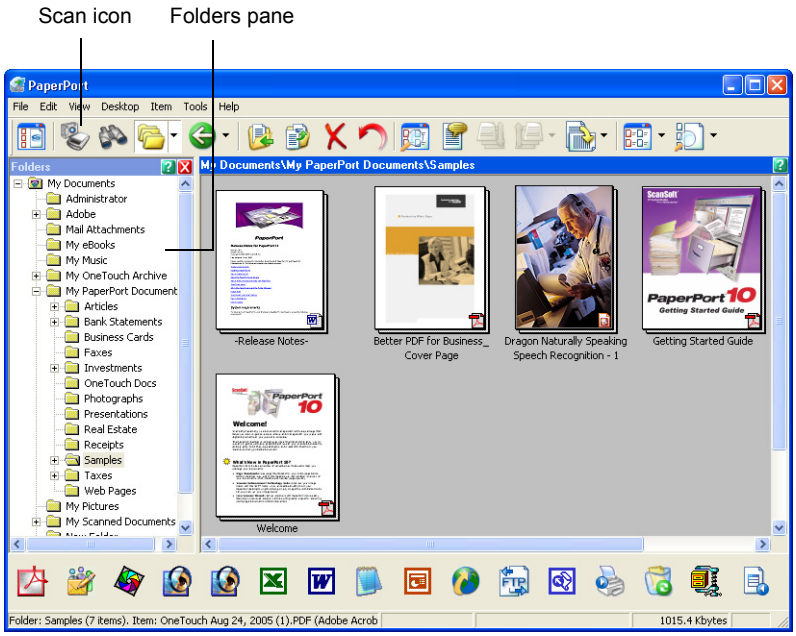
NOTE: Scanning with the Windows Image Acquisition (WIA) is only available if your computer is running Windows XP or Me.

NOTE: Duplex (two-sided) scanning is not available from WIA.

To scan an item using WIA:

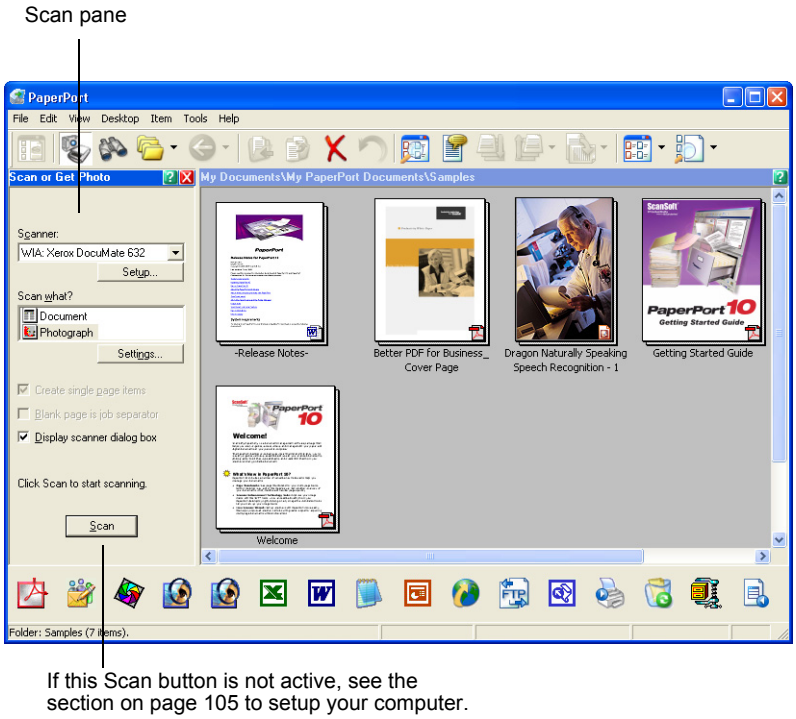
1. On the Windows taskbar, click **Start**, point to **Programs**, point to **ScanSoft PaperPort**, then click **PaperPort**.

   The PaperPort desktop opens.



2. Click the **Scan** icon on the PaperPort command bar.

The Folders pane (which shows folders for organizing your scanned images) is replaced by the Scan pane.

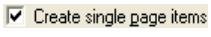


3. From the Scanner drop-down list, select **WIA: Xerox DocuMate 632**.

NOTE: If the Scan button at the bottom of panel is not available when you make a selection from the Scanner drop-down list, your computer needs to be setup to use the scanner. See the section, “Setting Up Your Scanner to Work with PaperPort” on page 105.

4. In the “Scan what?” section, choose to scan a **Document** or **Photograph**.

   If you want to change the format of the scanned item’s file name or file type before you start scanning, click **Settings.** The default file type for documents is .pdf and the default for photographs is .jpg. See the *ScanSoft PaperPort User’s Guide* for more information about the PaperPort Settings.



5. When scanning documents, use the **Create single page items** check box as follows:

   - When the check box is selected, all pages in the Automatic Document Feeder are scanned, the WIA interface closes, and each page is placed on the PaperPort Desktop as an individual file.

- When the check box is not selected, the scanned pages are not placed on the PaperPort Desktop until you indicate the scanning job is finished by clicking **Done** on WIA interface then clicking **Done** on the **PaperPort-Scan** window. Multiple pages are “stacked” on the PaperPort Desktop. Please see the *ScanSoft PaperPort User’s Guide* for more information about stacks.

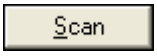
6. The option **Blank page is job separator** is for when you load several separate scanning jobs into the Automatic Document Feeder at the same time. Insert a blank page between them and each job will become a separate stack on the PaperPort Desktop when scanning is finished.

   Please see the *ScanSoft PaperPort User’s Guide* for more information about this option.

7. Select the option, **Display scanner dialog box**.

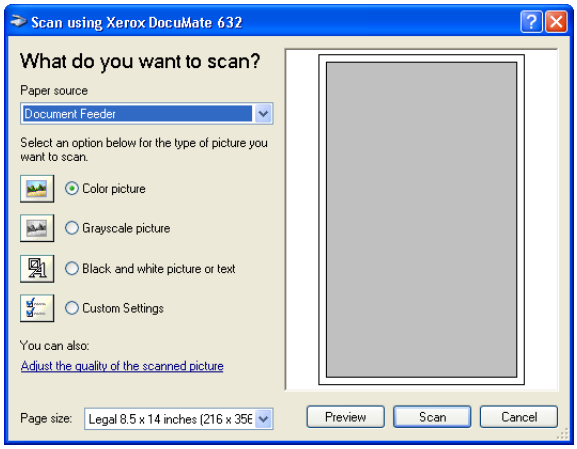
   When this option is selected, the PaperPort WIA interface will open when you click the **Scan** button (at the bottom of the Scan pane) so you can select new scan settings.

   If the option is not selected, you can scan directly from PaperPort without displaying the WIA interface first. Just insert a page to scan and click the **Scan** button. The scanner scans the face-up side of the page only (a Simplex scan) using the current scan settings. If you want to change the settings for scanning directly from PaperPort, see the *ScanSoft PaperPort User’s Guide* for more information.



8. Click the **Scan** button on the Scan pane.

   The scan window opens. Use this window to select scanning options and start the scanner.



9. From the Paper Source drop-down list, choose **Document Feeder** to scan from the Automatic Document Feeder, or **Flatbed** to scan a from the Flatbed glass.

10. If you're scanning from the Automatic Document Feeder, select a paper size from the Page Size list.

    If you're scanning from the Flatbed glass, you can change the size of the scanned image after seeing a preview.

11. Click **Preview** to preview the image before scanning.

    The image is displayed on the right side of the window.

NOTE: If you preview when scanning a stack of documents, the first page of the stack feeds through the ADF for the preview. After adjusting the scanner settings, replace that page on the stack so it is scanned with the rest of the pages.

12. Adjust settings of the previewed image as desired:
    - Change the button selection for the type of image.
    - Adjust the custom settings; refer to the next section, "Fine Tuning Your Scans".
    - If you're scanning from the Flatbed, change the size of the scanned image. To do this, click and hold the mouse pointer over one of the four sizing-boxes on the corners of the previewed image. Then drag the box to increase or decrease the size of the image.
13. Preview the image again. When you are satisfied with the image, click the **Scan** button.

    If the **Create single page items** check box is selected on the Scan pane, the scanned item appears as a thumbnail on the PaperPort desktop.

    If the **Create single page items** check box is not selected, thumbnails do not appear until you indicate the scanning job is finished.

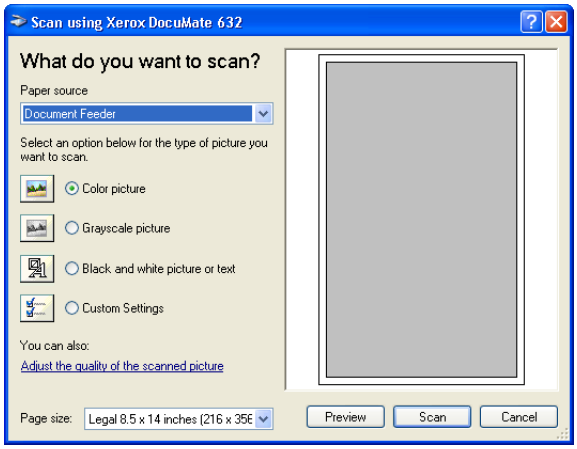
14. On the PaperPort - Scan message box, click **Done.**

NOTE: Refer to "The Create Single Page Items Check Box" on page 92.

Fine Tuning Your Scans

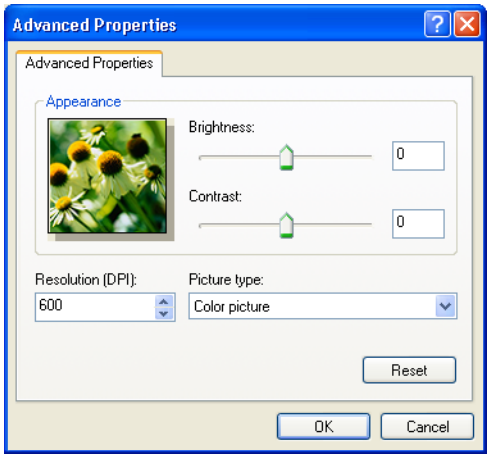
You can select new settings before you scan an item to fine tune exactly how you want to scan a particular item.

To select the scanner settings before you scan:



1. On the scan window, click **Adjust the quality of the scanned picture**.

   The Advanced Properties dialog box opens.



2. Select the options for scanning.

   Brightness and **Contrast**—Drag the sliders to the right or left to adjust the brightness and contrast of the scanned image. The Contrast setting does not apply to the setting **Black and White picture or text**.

   Resolution (DPI)—Click the menu arrow and choose the dots per inch (dpi) of the resolution. The maximum resolution is 600 dpi; the minimum is 50 dpi. The higher the dpi setting, the sharper and clearer the scanned image. However, higher dpi settings take longer to scan and produce larger files for the scanned images.

   Picture type—Click the menu arrow and choose the most appropriate type for the item you're scanning.

3. Click **OK**.

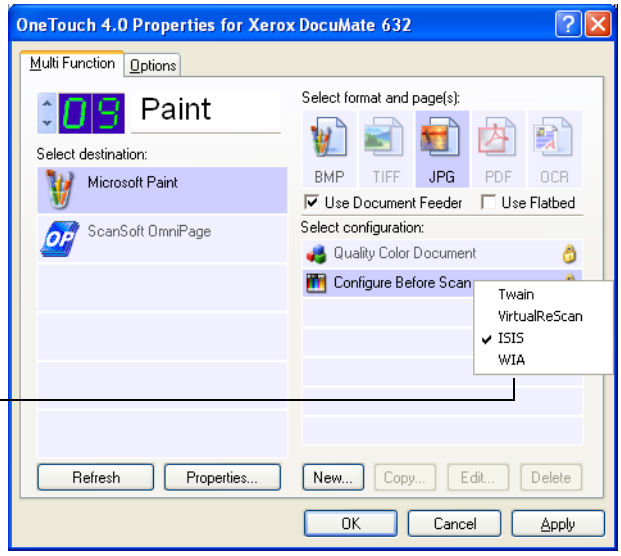
   The Custom Settings button is now set to scan with the options you selected.

   If you want to reset the settings and start over, click **Reset**.

Scanning with the ISIS Interface

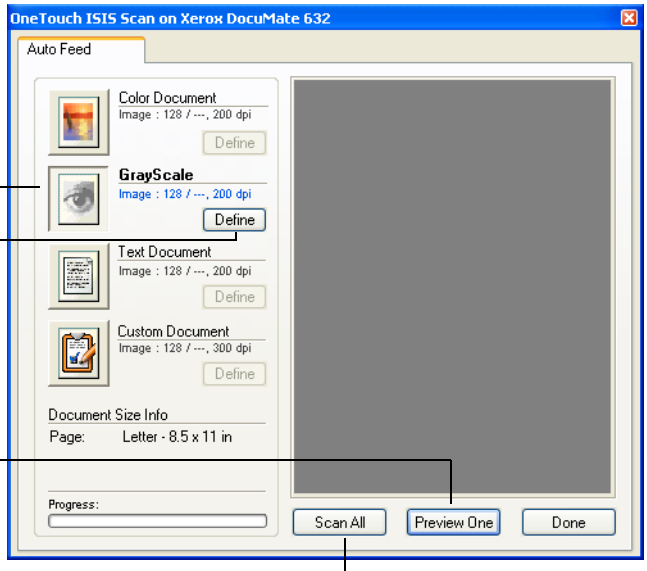
The ISIS interface for scanning opens when you scan with a One Touch button that has **Configure Before Scan** set as the Configuration, and ISIS selected as the interface to use.

ISIS is selected by right-clicking on the **Configure Before Scan** configuration and selecting it from the menu.



Right-click on Configure Before Scan to get the menu, and choose ISIS to use it as the interface to configure before scan.

When you press the button to scan, the One Touch ISIS Scan window opens. Use this window to select scanning options and start scanning.



Click a button to choose the type of scan.

Click **Define** to change the scan settings for the selected button.

Click **Preview One** to see what the first scanned page looks like so you'll know which scan settings to adjust.

Click **Scan All** when you're ready to scan all the pages. Remember to put the preview page back onto the stack so it gets scanned with the new settings too.

1. Click the button most appropriate for the item you're scanning.
2. Click **Preview One** to preview the image before scanning.

   The image is displayed on the right side of the window.

NOTE: If you preview when scanning a stack of documents, the first page of the stack feeds through the ADF for the preview. After adjusting the scanner settings, replace that page on the stack so it is scanned with the rest of the pages.

3. Click the **Define** button and adjust the scan settings, if necessary.

   You can also click one of the other scan type buttons if you would rather scan with it. For example, if **Color Document** is selected you can click **GrayScale** in case you decide to scan with it instead.
4. When you're ready to scan, replace the preview page in its original position in your document then press **Scan All**.

   The document is scanned with the new scan settings.

Adjusting the ISIS Scan Settings

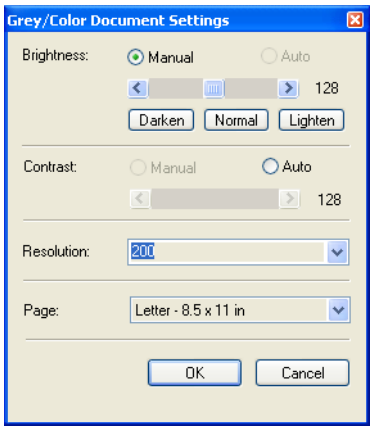
You can adjust the scan settings for the selected type of scan.

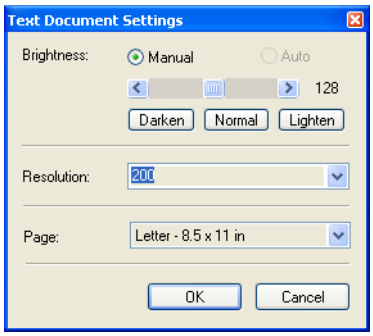
NOTE: Some of the options for the ISIS scan settings are “grayed out” and are not available. Grayed out options are not appropriate for your DocuMate 632 scanner. If you use the ISIS interface with other Xerox scanners, grayed out options become active, if appropriate.

To adjust the Color Document, GrayScale, or Text Document settings:

1. Click the **Color Document** button, the **GrayScale Document** button, or the **Text Document** button, then click the **Define** button.

   The dialog box on the left opens for GrayScale Document or Color Document. The dialog box on the right opens for Text Document. A Text Document scan is in Black and White.





   Brightness—Drag the sliders or click the arrows to the right or left to adjust the brightness one unit at a time. Click the buttons **Darken**, **Normal**, or **Lighten** to move the slide in larger steps.

   Contrast—Contrast is set automatically for Color Document or GrayScale Document. Because the Text Document option scans in Black and White, the contrast option does not apply.

   Resolution—Click the menu arrow and choose a resolution (dpi). Your Xerox DocuMate 632 scanner can scan at up to 600 dpi.

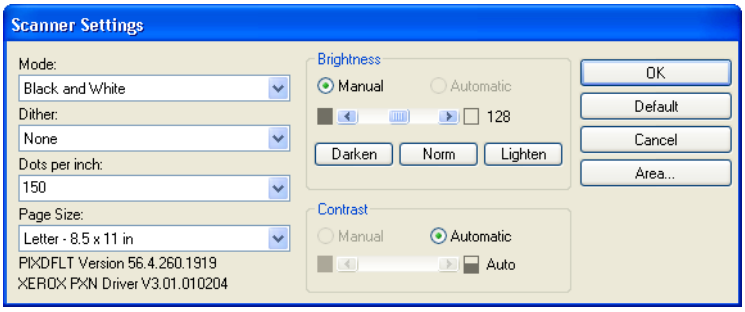
   Page—Click the menu arrow and choose a page size. Your Xerox DocuMate 632 scanner can scan a page up to 8.5" x 14".

2. Click **OK**.

To adjust the Custom Document settings:

1. Click the **Custom Document** button and click the **Define** button.

   The dialog box for Custom settings opens.



Mode—Click the arrow and choose a scan mode.

Black and White—The scanning pixels are all the same size and are either black or white. Use this setting for letters, memos, pen and ink drawings, and other black and white material. This setting produces the smallest file size for scanned items.

256-Level Gray—Scans the image using up to 256 true shades of gray. Use this setting to scan black and white photographs and other higher quality black and white images. You can also scan a color photo with this setting to turn its colors into gray shades. The file size is about one third the size of a color scan.

24-Bit Color—Scans the image in full color. Use this setting to scan color photographs and other color images. The file size is the largest of the scan mode options.

Dither—Only available if the **Mode** is **Black and White**. Click the menu arrow and choose a **Halftone** option or **Diffusion** from the list.

Halftone—Converts the image so it appears to consist of gray tones. Halftones produce simulated gray tones by using black and white pixels of different sizes and is often used to produce newspaper and magazine images. Use this setting for lower resolution black and white images. The halftone settings also produce small file sizes.

Diffusion—Also converts the image to gray tones, but diffuses the grays to nearby pixels to give the image a grainy, film-like texture. Diffusion is useful for viewing images on a black-and-white screen.The preview image shows the effect of your Dither selection so you can see which one is best for scanning.

Dots per inch—Click the menu arrow and choose a resolution (dpi). Your Xerox DocuMate 632 scanner can scan at up to 600 dpi.

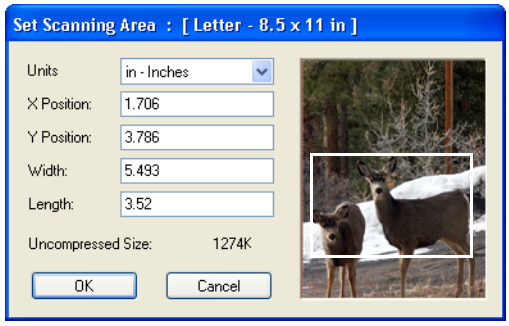
Page Size—Click the menu arrow and choose a page size. Your Xerox DocuMate 632 scanner can scan a page up to 8.5" x 14".

Brightness—Drag the sliders or click the arrows to the right or left to adjust the brightness in small increments. Click the buttons **Darken**, **Normal**, or **Lighten** to move the slide in larger steps.

Contrast—Drag the sliders or click the arrows to the right or left to adjust the contrast. Contrast is set automatically for Black and White.

2. To scan only a specific area of the image, click the **Area** button.

   The Set Scanning Area dialog box opens.



3. Click in the image and drag a rectangle around the area you want to scan.

   The boxes to the left show the relative position and size of the selected area.

   You can now move and resize the rectangle to adjust the specific area to scan.

4. To move the rectangle, put the crosshairs cursor in it, hold down the Ctrl key and drag the mouse.

   You can also type new numbers in the boxes on the left.

5. To resize the rectangle, click in the Width or Length boxes and type new measurements.

   To set the units of measurements, click the menu arrow for the Units box and choose the measurement units.

6. To start over with a new rectangle, click on the image and drag a new rectangle.

7. When the area is exactly what you want, click **OK**.

Now when you scan with the ISIS interface, only the selected area appears as an image in the Destination Application.

Maintenance

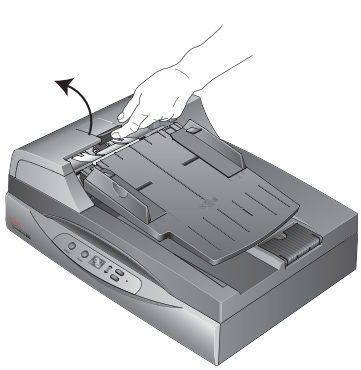
This section contains information on maintenance, troubleshooting, uninstalling, scanner specifications, and spare parts.

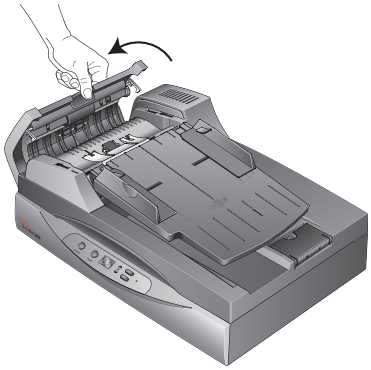
Cleaning the Automatic Document Feeder

You may need to clean the ADF feed mechanism if your documents do not feed easily into the ADF, or several feed in at the same time.

To clean the ADF:

1. Wet a cotton swab with some isopropyl alcohol (rubbing alcohol).
2. Press the ADF cover release on the top of the scanner body to open the Automatic Document Feeder cover.





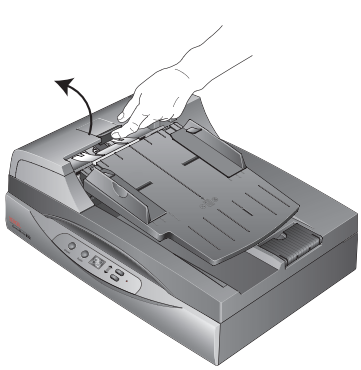
3. Wipe the feed roller from side to side. Rotate the roller to clean its entire surface.
4. Wipe the pad from top to bottom. Be careful not to snag the swab on the springs on either side of the pad.
5. Close the cover when you're finished.

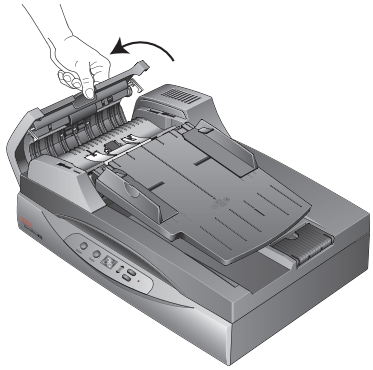
Clearing Paper Jams

If your scanner stops scanning due to a paper jam in the Automatic Document Feeder, a warning dialog box opens after a few moments.

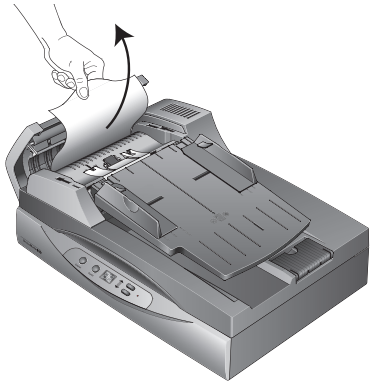
To clear a paper jam:

1. Press the ADF cover release on the top of the scanner body to open the Automatic Document Feeder cover.



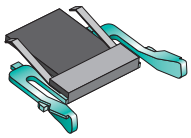


2. Remove the jammed paper and close the cover.



To reduce the number of paper jams, smooth and straighten the paper before scanning and adjust the guides to the paper size.

Replacing the ADF Pad Assembly

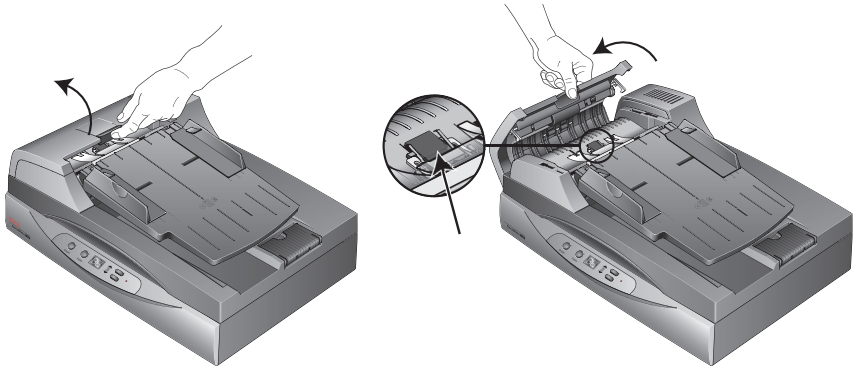


The ADF pad spring may wear out and is designed to be a user-replaceable part. Problems with documents feeding into the ADF is an indication that the pad spring may be wearing out.

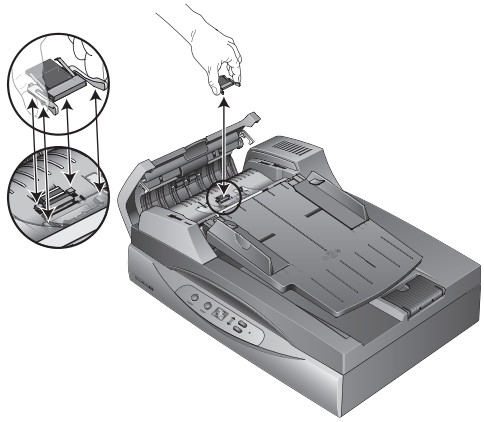
See the “Xerox DocuMate 632 Scanner Parts List” on page 130 for ordering information.

To replace the ADF Pad assembly:

1. Press the ADF cover release on the top of the scanner body to open the Automatic Document Feeder cover. The pad is located in the middle of the ADF.



2. Squeeze the plastic clamps that hold the pad assembly in place and lift the pad up and out



3. Reverse the procedure to replace the new pad into its slots.

Troubleshooting

In addition to the troubleshooting information contained in this section, please see the Readme file on your installation CD. The Readme file contains additional information that may help you diagnose problems with the scanner.

If you try the troubleshooting procedures described in this section and in the Readme file, and the scanner still has problems, you may have a malfunctioning scanner. Refer to the technical support card that you received with your scanner. Also visit our web site at www.xeroxscanners.com for additional technical information.

Problem: The scanner won't scan. What's wrong?

Check for one of these possible problems:

- **Are the cables loose or not plugged in securely?** Inspect the cable connections. Make sure the cables are plugged in securely.
- **Is the scanner's status light on?** Turn on the scanner's power. If the status light doesn't come on, plug the power supply into another electrical outlet.
- **Did you restart the computer after installing the software?** If you didn't restart the computer, it may not have loaded all of the software files. Try restarting your computer.
- **Did you plug the scanner into a USB hub?** If you're using a USB hub to connect the scanner, the hub must have its own power supply. If the hub does not have its own power supply, plug the scanner into a USB port on the computer.
- **Did you select another scanning source in the PaperPort Scan Pane?** If you use multiple devices with your computer, you may have selected another source for images. Start the PaperPort software and click the **Scan** icon, then make sure **Xerox DocuMate 632** is selected as the scanner.

Problem: During installation I got the error message: PaperPort Installation is not complete. What do I do?

The installation procedure was not successful. You need to reinstall the PaperPort software.

Problem: I got the error message: PaperPort cannot allocate enough memory to perform internal critical operations. What do I do?

Close any other active applications so that additional memory is available. If you click Continue, PaperPort moves the file to the PaperPort data directory and renames the file with the prefix “bad”. This allows you to recover the file later.

To recover the file, you can import it into PaperPort by using the Import command in the File menu.

Problem: How do I uninstall PaperPort?

See the section “Uninstalling Your Scanner” on page 127. Uninstalling does not delete your scanned items, and they remain in the PaperPort Data folder.

Status Light Troubleshooting Codes

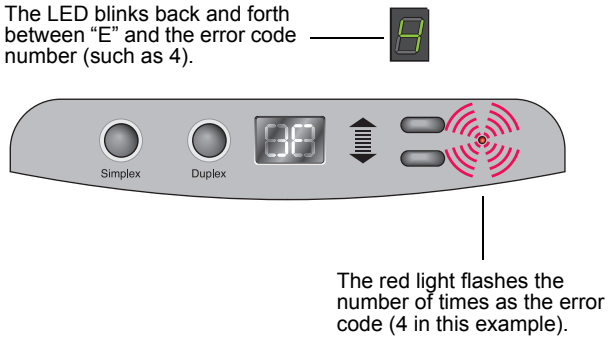
A green status light indicates the normal state of the scanner.

Normal Operation

- **Blinking green:** indicates the scanner is waking up from power saving and preparing to scan.
- **Steady green:** indicates the scanner is ready to scan.

Error Codes

If your scanner experiences hardware problems, the status light will blink red, and the LED flashes an “E” and the error code number.


The LED blinks back and forth between “E” and the error code number (such as 4).
Simplex
Duplex
The red light flashes the number of times as the error code (4 in this example).

The following table describes the error codes.

Error Code	Problem Description	Solution
4	Paper jam	Open the ADF cover and remove the jammed page. See “Clearing Paper Jams” on page 122 for details.
7	The scanner is locked when you tried to scan.	Turn off the scanner, unlock the lock by pushing the lock tab down, then turn the scanner back on. The lock is located on the side of the scanner. See page 6 for the lock’s location. If the problem persists, reboot your computer.
All Other Codes	An internal part in the scanner may have malfunctioned.	Re-boot your computer. If the problem persists, contact Xerox Technical Support.

Uninstalling Your Scanner

To uninstall the Xerox DocuMate 632 scanner, remove the One Touch software first, then remove PaperPort, or other scanner software.

Step 1: Uninstalling the Scanner and One Touch Software

1. On the Windows taskbar, click **Start**, point to **Settings**, then click **Control Panel**.
2. Double-click the **Add/Remove Programs** icon.
   - Windows Me: The Add/Remove Programs Properties window opens. Select the **Install/Uninstall** tab.
   - Windows 2000 or XP: The Add or Remove Programs window opens. Make sure the **Change or Remove** option is selected.
3. From the list of programs, select **OneTouch 4.0**.
   - Windows Me: Click the **Add/Remove** button.
   - Windows 2000 or XP: Click the **Change/Remove** button.
   - An “Add or Remove” message box opens and asks if you are sure you want to remove OneTouch 4.0 from your computer.
4. Click **Yes**.

   The OneTouch 4.0 software is removed from your computer.
5. Unplug the USB cable from the scanner.
6. Close all open windows and restart your computer.

Step 2: Uninstalling the PaperPort Software

To uninstall PaperPort from Windows Me:

1. On the Windows taskbar, click **Start**, point to **Settings**, then click **Control Panel**.
2. Double-click the **Add/Remove Programs** icon.
3. On the Add/Remove Programs Properties window, select the **Install/Uninstall** tab.
4. Select **PaperPort** and click **Remove**.
5. On the Welcome window, click **Next**.
6. On the Program Maintenance window, select the **Remove** option, then click **Next**.

7. On the Remove the Program window, select the **Remove files** option, then click **Remove**.

   The PaperPort software is removed.

8. On the Uninstall Completed window, click **Finish**.
9. Close all open windows and restart your computer.

To uninstall PaperPort from Windows 2000 or XP:

1. On the Windows taskbar, click **Start**, point to **Settings**, then click **Control Panel**.
2. Click the **Add or Remove Programs** icon.

   The Add or Remove Programs window opens.

3. Select **PaperPorta**nd click **Remove**.
4. A message window opens, asking if you are sure you want to remove PaperPort from your computer. Click **Yes**.

   The PaperPort software is removed.

5. Close all open windows and restart your computer.

Install Another Driver

Before you can install another driver for your scanner, you must remove the currently installed driver first. Then the new driver can be installed.

1. Uninstall the One Touch 4.0 driver.
   a. Open the Windows Control Panel.
   b. Double-click on **Add/Remove Programs.**
   c. Select One Touch 4.0 then click on the **Remove** button.
   d. An “Add or Remove” message box opens and asks if you are sure you want to remove One Touch 4.0 from your computer. Click **Yes**.

   The One Touch 4.0 software is removed from your computer.

2. Unplug the scanner USB cable.
3. Reboot (restart) your computer.
4. Follow the instructions in “Step 2: Install the Software” on page 7 of this User Guide and follow steps for installing one of the other driver options.

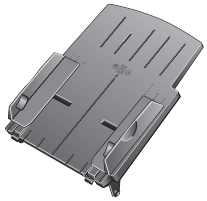
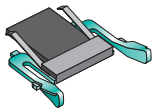
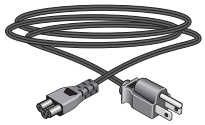
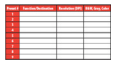
NOTE: The One Touch 4.0 driver is required for the scanner’s buttons to function. If you select a driver without One Touch 4.0, the scanner buttons will not initiate scanning.

Xerox DocuMate 632 Scanner Specifications

Optical resolution	600 x 1200 dpi
Bit depth	48-bit color internal, 8-bit grayscale internal
Maximum item size	8.5” x 14.0”
Minimum item size	4.5” x 5.5” (Automatic Document Feeder)
Scan method	Automatic Document Feeder (ADF) and legal size flatbed
ADF specifications	
Scanning Speed	Up to 35 pages per minute. Up to 70 images per minute @ 200 dpi Black and White
Capacity	100 sheets (16 lbs paper)
Paper Thickness	16 - 28 lbs (0.002” - 0.006”)
Light source	Cold cathode fluorescent lamp
Interface	USB
Scanner dimensions	
Height	13.6 inches (344.6 mm)
Width	16.2 inches (411.5 mm)
Length	20.9 inches (530.9 mm)
Weight	23.6 pounds (10.7 kg)
Operating temperature	50°–104° F (10°–35° C without condensation)
Relative humidity	40%–70% (@35° C without condensation)
Power adaptor	DC Jack, 24Vdc/2.0A (48W), 100-240Vac
Power consumption	< = 40 Watts
Safety and agency certifications	UL, C-UL, FCC Class B

Xerox DocuMate 632 Scanner Parts List

Please use the following part names and numbers when ordering replacements for your scanner.

	Part Name	Part Number
	Paper Input Tray	57-0107-000
	ADF Pad	57-0109-000
	AC Power Cord	35-0103-000
	Power Supply	37-0076-000
	Buttons Label	09-0631-000

Appendix A Notices

It's Illegal in the USA

Congress, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

1. Obligations or Securities of the United States Government, such as:

Certificates of Indebtedness	National Bank Currency
Coupons from Bonds	Federal Reserve Bank Notes
Silver Certificates	Gold Certificates
United States Bonds	Treasury Notes
Federal Reserve Notes	Fractional Notes
Certificates of Deposit	Paper Money

   Bonds and Obligations of certain agencies of the government, such as FHA, etc.

   Bonds. (U.S. Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.)

   Internal Revenue Stamps. (If it is necessary to reproduce a legal document on which there is a canceled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes.)

   Postage Stamps, canceled or uncanceled. (For philatelic purposes, Postage Stamps may be photographed, provided the reproduction is in black and white and is less than 75% or more than 150% of the linear dimensions of the original.)

   Postal Money Orders.

   Bills, Checks, or Drafts of money drawn by or upon authorized officers of the United States.

   Stamps and other representatives of value, of whatever denomination, which have been or may be issued under any Act of Congress.

2. Adjusted Compensation Certificates for Veterans of the World Wars.
3. Obligations or Securities of any Foreign Government, Bank, or Corporation.

4. Copyrighted material, unless permission of the copyright owner has been obtained or the reproduction falls within the “fair use” or library reproduction rights provisions of the copyright law. Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.
5. Certificates of Citizenship or Naturalization. (Foreign Naturalization Certificates may be photographed.)
6. Passports. (Foreign Passports may be photographed.)
7. Immigration Papers.
8. Draft Registration Cards.
9. Selective Service Induction Papers that bear any of the following Registrant’s information:

   Earnings or Income — Dependency Status

   Court Record — Previous military service

   Physical or mental condition

   Exception: U. S. Army and Navy discharge certificates may be photographed.
10. Badges, Identification Cards, Passes, or Insignia carried by military personnel, or by members of the various Federal Departments, such as FBI, Treasury, etc. (unless photograph is ordered by the head of such department or bureau.)

    Reproducing the following is also prohibited in certain states: Automobile Licenses — Drivers’ Licenses — Automobile Certificates of Title.

The above list is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your attorney.

It’s Illegal in Canada

Parliament, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fines or imprisonment may be imposed on those guilty of making such copies.

1. Current bank notes or current paper money.
2. Obligations or securities of a government or bank.
3. Exchequer bill paper or revenue paper.
4. The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law.

5. Proclamations, orders, regulations or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queen's Printer for Canada, or the equivalent printer for a province).
6. Marks, brands, seals, wrappers or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission or agency established by the Government of Canada or of a province or of a government of a state other than Canada.
7. Impressed or adhesive stamps used for the purpose of revenue by the Government of Canada or of a province or by the government of a state other than Canada.
8. Documents, registers or records kept by public officials charged with the duty of making or issuing certified copies thereof, where the reproduction falsely purports to be a certified copy thereof.
9. Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner.

The above list is provided for your convenience and assistance, but it is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your solicitor.

Federal Communications Commission (FCC) for USA

This equipment has been tested and found to comply with the limits for the class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and if not installed, and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try and correct the interference by one or more of the following measures:

Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver.

Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio/TV technician for help.

This equipment has been certified to comply with the limits for a class B computing device, pursuant to FCC Rules. In order to maintain compliance with FCC regulations, shielded cables must be used with this equipment. Operation with non-approved equipment or unshielded cables is likely to result in interference to radio and TV reception. The user is cautioned that changes and modifications made to the equipment without the approval of manufacturer could void the user's authority to operate this equipment.

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Energy Star for the USA

As an ENERGY STAR partner, Xerox Corporation has determined that this product meets the ENERGY STAR guidelines for energy efficiency.

ENERGY STAR® is a US registered trademark.

The ENERGY STAR program is a team effort between the Environmental Protection Agency and the office equipment industry to promote energy-efficient personal computers, monitors, printers, digital presses, fax machines and copiers. Reducing the energy consumption of this equipment will help combat smog, acid rain and long-term changes to the climate by decreasing the emissions that result from generating electricity.

RoHS and WEEE Compliance

This product is compliant with RoHS Regulations of the European Parliament and Council Directive on the Restrictions of the Use of Certain Hazardous Substances in Electrical and Electronic Equipment (2002/95/EC), and with the Waste Electrical and Electronic Equipment (WEEE) Directive (2002/96/EC).

Product recycling and disposal for USA

Xerox operates a worldwide equipment takeback and reuse/recycle program. Contact your Xerox sales representative (1-800-ASK-XEROX) to determine whether this Xerox product is part of the program.

If your product is not part of the Xerox program and you are managing its disposal, please note that the product may contain lead and other materials whose disposal may be regulated due to environmental considerations. For recycling and disposal information, contact your local authorities.

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